# 2024

**ASSOCIATION**

ADDRESS TELEPHONE: FAX:

# EXPENSE REIMBURSEMENT STATEMENT

ASSOCIATION will reimburse Directors, Committee Members and appointed representatives for expenses incurred when on official Association business.

|  |  |
| --- | --- |
| Airfare $  Ground Transportation $  Airport Parking $ | |
| Hotel  Expenses: $ (enter total amount) |  |
| Deduct Personal  Expenses $ |  |
| Total Hotel Expenses (less personal expenses)  to be paid by ASSOCIATION: $  Total Meal Expenses (include  those not charged to hotel bill) $  Mileage (Personal  Auto) 67¢/per mile $  Gratuities/Tips $  Other Expenses  (Explain) $  TOTAL OF ALL EXPENSES TO  BE REIMBURSED BY ASSOCIATION $ | |

***THE REIMBURSEMENT POLICY IS ATTACHED.***

Attention – Please submit your reimbursement request with accompanying receipts promptly. ASSOCIATION’S Board of Directors have adopted a policy not to honor reimbursement requests submitted more than six (6) months from date the expenses were incurred.

**PARTICIPANT INFORMATION**

PURPOSE FOR REIMBURSEMENT SPECIFY: (Name of Committee-Board of Directors) etc.

Name of Meeting Place

Date

(city and state)

PRINTED NAME

COMPANY NAME ADDRESS CITY, STATE & ZIP

YOUR SIGNATURE

**See reimbursement policy for explanation of permissible expenses on reverse side.**

**ASSOCIATION NATIONAL OFFICE USE**

ACCOUNT NUMBER

STATEMENT & RECEIPTS APPROVED

SIGNATURE – DEPARTMENT HEAD

**Please remember that expense reimbursements are paid out of dues received from ASSOCIATION members; therefore, all expenditures submitted for reimbursements should be reasonable and necessary.**

# REIMBURSEMENT POLICY

## GENERAL

ASSOCIATION reimburses committee members for expenses (airfare, hotel, meals) incurred while attending ASSOCIATION Committee meetings. Expenses incurred by spouses of committee members who may accompany them to ASSOCIATION Committee meetings are not reimbursable and are considered personal expenses.

## REQUEST FOR EXPENSE REIMBURSEMENT

Request for reimbursement should be submitted to the national office within thirty (30) days of when the expense is incurred. Expense reimbursements for Committee meetings will be for a set number of days which is stated in the meeting call. Expenses incurred before or after dates listed in the meeting call are not reimbursable.

## EXPENSE REIMBURSEMENTS

The following are guidelines for what items constitute reimbursable expenses:

* 1. **Airfare** – Regular coach airfare will be reimbursed. Advance purchase is recommended, when possible. Upgrade to “Economy Plus” permitted if flight leg is greater than two (2) hours. Fees for up to two (2) bags are reimbursable.
  2. **Ground Transportation** – Reimbursable expenses are round trip charges from home to airport and airport to hotel. Limousines may be used provided the charge does not exceed that of a taxi. Use of rental cars requires pre-approval by the ASSOCIATION CEO.
  3. **Airport Parking** – Airport parking fees incurred to attend ASSOCIATION Committee meetings are a reimbursable expense.
  4. **Lodging** – Reservations may be made through ASSOCIATION and are reimbursable. Please include your hotel bill with expense request and deduct any personal items.
  5. **Meals** – Most ASSOCIATION meetings involve planned meals organized and provided by ASSOCIATION. ASSOCIATION staff liaisons to the group usually approve and/or pay bills associated with group meal or meals with individual volunteers. In the event wine is purchased for the group dinners, $125 per bottle is the maximum amount reimbursable. Generally, when traveling alone or without ASSOCIATION staff, total daily (3 meals) expenditures for food and all beverages (including alcohol) should be reasonable for the venue and location. If you are requesting reimbursement for meal expenses which include the cost for others, you must provide their names on the back of the receipts provided.
  6. **Private Auto** – Compensation for use of a personal automobile will be at the current IRS approved rate.
  7. **Gratuities/Tips** – Gratuities/Tips are to include those for porters and bellboys. Gratuities/Tips for meals should be shown under meal expenses. Likewise, gratuities/tips for cabs should be included under taxi and limo.
  8. **Other Expenses** – The following is a list of other types of expenses that do not fall into the abovementioned categories.

**Laundry:** When on travel for a period of more than four (4) days, reasonable valet charges are reimbursable.

**Recreational Activities:** Charges for items such as massages, tennis lessons, golf lessons, green fees, court fees, or other expenses for one’s own recreation are not reimbursable.

## RECEIPTS

ASSOCIATION’s auditors require that itemized documentation be submitted for all items in excess of $25.00 for which reimbursement is being requested. When requesting reimbursement for airfare, please provide documentation showing itinerary & amount paid for airline travel (i.e., travel agency receipt showing airfare(s) paid, etc.). Your credit card receipt/statement is not sufficient documentation.

For hotel expenses, please attach your itemized bill to your expense reimbursement statement. A copy of your credit card receipt/statement is not sufficient documentation.