

# CONFERENCE EXPENSE REIMBURSEMENT POLICY

1. **Registration** – The Association will register and pay for conference registration costs—including meals provided by conference.
2. **Transportation**
  - PLANE: Actual, most economical coach fare (attach receipt)
  - TRAIN or BUS or TAXI: Actual Fare (attach receipt)
  - AUTO:
    - a. Standard IRS Business Mileage – 65.5 cents per mile round trip
    - b. Mileage reimbursement will be calculated using the shortest hwy route
    - c. Mileage reimbursement cannot exceed the cost of coach plane fare
    - d. Toll roads and bridges reimbursed at actual cost
  - Parking: Actual costs of airport parking and hotel parking excluding valet.
3. **Lodging** –Half the cost of a double-occupancy hotel room.
  1. CTA/NEA Conferences – Half the cost of a double-occupancy hotel room. Those wishing a single room must be approved in advance.
  2. Other Travel or Conferences — Cost of a standard hotel room.
  3. If travel by auto results in an extra night hotel room, such charge is not reimbursable.
  4. Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, and entertainment are not reimbursable.
  5. A maximum of seven dollars (\$8.00) total per day for portage and a housekeeping tip is reimbursable.
4. **Meals (attach receipts):**
  1. Reimbursements are not allowed when a meal is provided by the local, UniServ, Service Center Council, CTA or NEA.
  2. Actual amounts paid including tax and tip not to exceed **\$90.00 per any one day.**
  3. Itemized receipts are required for all meal reimbursements of **\$10.00.**
  4. Meals are defined as breakfast, lunch & dinner (includes beverage, dessert, tax & tip).
  5. Maximum tip reimbursable percentage is 18%.
  6. Extra meals required by auto travel are not reimbursable.
5. **Other reimbursements (Require advance approval from the Exec Board):**
  - a. Cell phone calls reimbursement for business use while traveling
6. **Deadline and requirements for Filing Expense Reimbursements:**
  - a. All expense reimbursements must be filed within thirty (30) days of the end of the month in which the expenses were incurred. An additional thirty (30) day period may be granted by the Executive Board for extenuating circumstances set forth in an attached letter to the expense reimbursement.
  - b. No reimbursement will be paid out until the conference written report form is submitted.
7. **Recurring Submission of Late Expenses:**
  - a. Members will be granted up to 3 late reimbursements per fiscal year.
8. **Appeals/Disputes/Exceptions:** Members may on a timely basis appeal any dispute or exception of an expense reimbursement to the Executive Board. The Executive Board will make their determination of the appeal at its next regularly scheduled Board meeting.

# ASSOCIATION OF COLTON EDUCATORS

## EXPENSE CLAIM FORM

1. Receipts must accompany claims.
2. Conference Report Form must be included for reimbursement.
3. No claims will be honored which are more than 60 days old.

(Please review reimbursement policy on back page)

<b>Name:</b>			<b>School Site:</b>						
<b>Address:</b>									
<b>City/State/Zip:</b>						<b>Phone:</b>			
<b>Conference/Event:</b>									
<b>Date:</b>									
Date	Description	# Miles	Mileage Amount	Airfare	Lodging	Parking	Meals	Other	Total
<b>TOTALS:</b>									

**FOR OFFICE USE ONLY**

<b><u>Comments:</u></b>	Date Paid	Check #	Category #	