**Purpose Scope Objective:**

The purpose of this document is to provide guidance on Travel Expense Reimbursement. This summary sheet is intended only to highlight the requirements of ASSP Bakersfield Chapter for business travel expense reimbursement.

**Responsibilities:**

All expenses to be charged to the Chapter require authorization, either budgeted or unbudgeted. Unbudgeted expenses require the prior approval of the Executive Committee. Unapproved, unbudgeted travel will not be reimbursed. The travel expense report is to be completed by the member seeking reimbursement. The member is also responsible for getting the approval of this travel expense report prior to submitting to the Treasurer for processing. President or President-elect has the responsibility of approving travel expense reports. They may not approve their own.

The traveler is responsible for familiarizing themselves with the form, what expenses are reimbursable and what form of documentation will be necessary.

**Procedures:**

**POLICY REQUIREMENTS**

**Air Travel.** Coach (tourist) class, lowest available fare and 21-day advance purchase for scheduled meetings are required. If a flight home on Saturday is not available, then a Saturday night hotel room shall be covered by the Chapter. Exceptions to the 21-day rule will be managed on a case by case basis and must be authorized by the executive committee.

**Car Rental**. Car rental is normally not recommended as other lower-cost alternatives are available. Car rental will be reimbursed only when approved in advance by the Executive Committee.

**Personal Car**. Reimbursement for use of a personal car will be at the Chapter approved rate per mile (based on the current IRS rate), plus tolls and garage fees, provided the amount does not exceed the cost of comparable commercial airfares (coach class) if available.

**Incidental Expense**. Only long-distance phone charges for chapter-related business while traveling will be reimbursed. Phone calls to notify immediate family of travel status should be kept to a minimum. Other incidental expenses such as in-room bar, food room service, personal services (shoeshine, etc.) health club membership and movies will not be reimbursed.

**Documentation.** Original receipts are required for all expenses. If they are not available, a note must be included indicating the disposition of the original.

**GENERAL:**

Separate Travel Expense Reports are required for each individual traveling. Do not include another’s expenses on your report.

Please provide totals for each of the following expense categories in the space provided: airfare, all ground transportation, all meals, hotel and all other.

All Travel Expense Reports should be completed and submitted within (10) working days (ideally), but no later than Thirty (30) days of travel. Expense reports submitted more than Thirty (30) days after travel will not be reimbursed, unless prior arrangements have been made.

**FILLING OUT REPORT**

***NOTE****: When filling out this form, only fill out the white sections of the form. The grey cells are set up to auto populate and calculate.*

* TRANSPORTATION
  + You can claim airfare and mileage to the airport. Include receipt for airfare.
    - Airfare can be reimbursed prior to the event provided you have the receipt and complete a check request form.
    - Mileage is verified using google maps and the reimbursement is $0.58 per mile. The mileage is for fuel and wear and tear on your personal vehicle.
  + If you take the shuttle/taxi/uber/lift, only claim the cost of the shuttle/taxi/uber/lift. You cannot claim mileage for any of these. Include the receipt for these services
  + You can be reimbursed for parking costs at the airport. Include the receipt for this expense.
* MEALS
  + You have an allowance of
    - $15 for Breakfast
    - $20 for Lunch
    - $30 for Dinner
    - Receipts must be included in the Travel Expense report
    - The chapter is only responsible for the member’s meals.
* LODGING
  + The chapter will reimburse you for the cost of your lodging.
    - If going to a meeting with Hotel arrangements, please use the hotel that is recommended. As the meeting host typically arranges for a special price. If that hotel has no vacancies, please find a similar priced hotel. The final receipt given to you at check-out must be attached to this form.
    - You may get a check for the “estimated” amount of your room prior to your event, however, keep in mind that you must return the final receipt. The prepayment must be accounted for on the final expense report. If the final bill is less than the estimated, you will be responsible for reimbursing the chapter. If it is greater than the estimate, the chapter will reimburse you the difference.
    - If you drove to the event, the chapter will reimburse any parking fees incurred.
* FEES
  + Some meetings that we attend have meeting fees. These are to be listed here.
    - This fee may be reimbursed before the event. A check request form will need to be completed.
  + If the meeting you are attending has a separate networking event, the chapter will reimburse you for this or send you with a check to pay.
    - You will need to fill out a check request form. If you are getting reimbursed you will need to include your receipt. If you are seeking pre-payment, include the confirmation of registration. The original receipt will then be attached to the Travel Expense Report.
* EXPENSES ALREADY PAID BY CHAPTER
  + If you have been reimbursed for the airfare, meeting registration, or networking event, you must record those in this section. The treasurer will verify with check requests. These will be deducted from the total expenses. This is for tracking purposes and used to budget expenses.
* *NOTE: Treasurer may not be immediately available to draft checks. Submitting an approved Travel Expense report will speed the process, also planning at least 2 weeks prior to needing the check will help. The Treasurer will have to co-ordinate with the President, President-elect, or Secretary to receive the second signature on the check prior to releasing it to the submitter.*

**Resources:**

1 – ROC Travel Expense Report

2 – Leadership Conference Travel Expense Report

3 – Future Leader Conference Travel Expense Report

4 – Other Travel Expense Report

Chapter Motions Log

Chapter Budget spreadsheet

**Continuous Improvement:**

This document will be reviewed and updated or marked up annually by the Treasurer and President then submitted to the Long Range Planning Chair at the June Executive Committee Transition dinner.