

Travel and Personal Expense Reimbursement Policy

The policy sets the guidelines for reimbursement of travel-related expenses incurred by USASA employees, NBOD, committee members and all volunteers appointed by USASA.

Allowable Travel Related Expenses:

Airlines: Coach or economy flights only. Travelers are expected to use the most cost effective routing when traveling by air. If airfare is over \$450 approval is needed from the Executive Director.

Upgrades are not reimbursed. Baggage fees will be reimbursed with receipt for one bag each way.

The original invoice, which includes the cost, ticket number and transaction fees, must be attached or electronically included with the reimbursement form. A copy of the charge statement will not be sufficient support for reimbursement.

Airport parking: Economy/long term will be reimbursed with receipt.

Rental cars: Rental cars need to be approved through Executive Director prior to event and only will be reimbursed with receipt.

Taxis or Shuttles: The original receipt is required for any expense over \$15 and only will be reimbursed with receipt.

Personal Vehicle: Mileage will be reimbursed at current IRS recommended \$ amount for up to 200 miles round trip maximum, a mileage log with to and from address will be required for reimbursement.

Lodging: Receipts are required for reimbursement of all lodging costs, unless room is included on USASA master bill and only will be reimbursed with receipt.

Meals: The actual cost of the three meals per day, not to exceed the equivalent of \$75 USD, is reimbursable. Receipts are required for all meals on expense report. Tips are included in the cost.

Exceptions: Any exceptions to the above policies shall be considered on an individual basis and be at the discretion of the Executive Director.

Reimbursement process-

All reimbursement expenses must be submitted on the approved expense report.

Expense report must be submitted with receipts within 30 days of travel. It is required that all receipts be in chronological order and taped to an 8 ½ x 11 sheet of paper and attached to the appropriate expense report and or a clear electronic copy of all receipts.