

TRAVEL REIMBURSEMENT POLICY

Actual mileage to perform the duties of the Association is eligible for reimbursement without prior Board approval up to \$25. All other travel for which reimbursement will be sought must be pre-approved by either the Executive Board or Board of Directors. The Executive Board is made up of the President, Vice-President and Secretary/Treasurer of the Board. Individuals planning to travel for Association business or training shall submit a cost estimate for such travel to the Executive Board or Board of Directors. For reimbursement, an invoice or travel expense form shall be submitted with itemized receipts and explanation. If an advance is obtained, the same documentation must be submitted to the Board of Directors within two weeks of returning from the travel. Travel expenses shall conform to the adopted budget.

Any decisions approved by the Executive Board must be ratified by the majority of Board of Directors at their next regularly scheduled Board meeting.

With submittal of itemized receipts and explanation, approved travelers are eligible for reimbursement or advances for the following expenses when approved by the Board:

1. Commercial coach-class ticket, at the cost of the ticket receipt.
2. Ground transportation costs, using a personal vehicle, at a per mile rate established by IRS guidelines, and not exceeding such guidelines. Those using personal vehicles for travel shall have the insurance coverage meeting Colorado Auto Accident Reparations Act. Reasonable, or documented, parking expenses. Undocumented expenses not to exceed \$10 per day.
3. Taxi, shuttle, rental car or other ground transportation expenses, with receipts.
4. Actual lodging expenses (based on double-occupancy rate for standard room) for overnight stays that are necessary and directly related to Association business.
5. Actual registration expenses, including reasonable costs for special events connected with the conference, training or official meeting.
6. A meal allowance will be determined using the Per Diem rate as per the State of Colorado (www.perdiem101.com).

Adopted by the Board of Directors on November 21, 2016