**VASFAA Travel Guidelines**

Travel expenses will be covered by VASFAA for official VASFAA business only.

Reimbursable items include the following:

♦ Travel

1. Auto mileage, over the usually traveled route, not to exceed the cost of air coach, is reimbursed at 60% of the IRS federal rate that is in effect as of July 1ST as updated annually.
2. Air travel is reimbursed for air coach travel only. A copy of the passenger or ticket receipt must accompany the travel claim.
3. 3. The cost of taxis and airport transportation, including tip, is reimbursed at a rate not to exceed the lowest cost transportation to and from the meeting site.
4. 4. Auto rental requires the pre-approval of the President or Treasurer. Such expense is normally reimbursable only at a rate comparable with the lowest cost mode of transportation available or at the rate of the vehicle rental, whichever is less.

♦ Lodging: The actual cost of lodging, not to exceed the standard or conference single room rate at the location of the meeting. Receipts from hotels and/or motels must accompany the travel claim.

♦ Meals: The cost of meals incurred while traveling on official VASFAA business will be reimbursed using the current CONUS Rate at the time of travel to be further defined as: if the travel is greater than 12 hours, the reimbursement will be made at the CONUS rate for the designated location where the expense occurred, and if travel is less than 12 hours, the traveler must submit an expense report with receipts for the actual reimbursement – not to exceed the CONUS rate for the location where the expense occurred.

Committee chairpersons may be reimbursed for meal expenses of the full committee, excluding unofficial guests or non-committee members (unless these persons take part in the committee activities). When filing such expenses, the committee chairperson shall itemize the names of all persons participating in the meal.

♦ Fees: Non-VASFAA conference and registration fees are reimbursed at actual cost. A receipt must accompany the claim.

♦ Other miscellaneous expenses, which include the following, are reimbursed. Receipts are to be provided, when possible.

1. Phone calls related to VASFAA business

2. Auto parking required during the meeting date(s).

3. Tips, other than for meals or beverages

4. Printing, facilities charges or other expenses required to conduct the business of the Association.

Unless the President authorizes an advance payment, travel is on a reimbursement basis. Travel claims are paid by the Treasurer and reviewed by the President. The Treasurer, in consultation with the President, is authorized to disallow any travel claims or portions thereof that in his/her judgment are unreasonable. An appropriate travel claim form is utilized that shows the complete itinerary of the traveler and the purpose of the trip. All claims not submitted within 30 days will be disallowed unless the President approves an exception.