

VASFAA TRAVEL/EXPENSE GUIDELINES

Travel and other expenses will be covered by VASFAA for no purpose other than official VASFAA business and requires prior approval of the President. Unless an advance is authorized by the President or otherwise authorized by the Association's policies and procedures, travel will be on a reimbursement basis. Claims may require the approval of the President prior to reimbursement by the Treasurer. The President or Treasurer may disallow any claim or portion thereof that he/she deems unreasonable. Claim forms must be completed in their entirety, showing the complete itinerary and purpose of the travel/expense. Travel reimbursement shall be authorized for, but may not be limited to, VASFAA Officers, Committee Chairpersons and Committee members, and other representatives authorized by the President. Reimbursable items include the following:

- TRAVEL:
(Receipts, copy of tickets required.)
1. Private auto at the rate of 44.5 cents per mile, not to exceed the cost of air coach.
 2. Air travel at the coach rate. (Must be reported on expense form even if direct billed to VASFAA.)
 3. The cost of taxi/airport limousine at actual cost, including tip, if appropriate, to and from the meeting site, unless lesser cost transportation is provided through the hotel.

LODGING:
(Receipts required.) Actual cost not to exceed the single room rate at the location of the meeting.

- MEALS:
(Receipts requested.)
1. Meal expenses not to exceed the daily per rate of \$49.00. For fractional portions of a day, use the rates described below.
 2. Fractional portions of daily meal expenses are based on the departure and return times required for VASFAA business:

<u>If you depart before:</u>	<u>and return after:</u>	<u>you may be reimbursed for:</u>
7:00 A.M.	8:00 A.M.	BREAKFAST @ \$7.00
12:00 Noon	1:30 P.M.	LUNCH @ \$11.00
5:00 P.M.	6:30 P.M.	DINNER @ \$18.00
 3. Meal expenses for the full committee, excluding guests or non-committee members, unless such persons take part in committee activities. List all persons included in the meal for which reimbursement is requested.

AUTO:
(Receipt required.) Auto rental requires the approval of the President or Treasurer.

- MISC.:
(Receipts requested.)
1. Telephone charges relating to VASFAA business.
 2. Tips, other than for meals or beverages.
 3. Limousine, taxi, parking required during the meeting date(s).
 4. Printing, facilities charges or other expenses required to conduct the business of the Association.