



POLICY STATEMENT

Number: 16-001

Title: Travel Re-Imbursement Procedure
Date Approved: May 3, 2016
Related to By-Laws/Policy Statement number: 13-004
Superseded by Policy Statement number:
Purpose of this Policy Statement:

This Policy Statement identifies the allowed travel reimbursement amounts and the procedure for requesting reimbursement.

Applies to:

Those members serving in positions in which their attendance at a specified meeting is considered an integral part of the performance of their duties. If the location of the meeting falls within a 50-mile radius of the member's home/work address, he or she is not eligible for reimbursement of expenses except as directly specified below.

Detailed Policy:

To request reimbursement for CAC related travel expenses submit a CAC Expense Claim Form, which can be found at www.cacnews.org. The current CAC Treasurer will review and approve the request using the following guidelines:

A single day or multiday meeting outside the 50 mile radius of the member's home/work address will be reimbursed as follows:

- Airfare
- Own transportation at the current federal rate up to the cost of what an airline ticket should have cost (calculated at two weeks out). If this option is desired, the member is to forward a request to the committee chair detailing the mileage and what the airfare would have been. If the member requesting this option is a committee chair or a Board member, the request will be forwarded to the President of the Association for approval.
- Lodging
- Parking
- Lunch at a maximum of \$15 per person (if applicable)

If associated with a CAC seminar, reimbursement will also cover:

- Seminar registration (if attendance is required for multiple days at the seminar e.g. CAC Board of Directors and one member of the merchandise committee)

Reimbursement Amounts

Mileage:	The CAC uses the current IRS mileage rate
Airfare maximums:	\$300 (in state) and \$500 (out of state)
Accommodation:	The hotel rate as negotiated by the Seminar Committee and covering the nights needed for required attendance
Per Diem:	The CAC uses the current GSA per diem rate – Only allowable for trips requiring an overnight stay

Receipts are required for transportation, parking, and accommodation expenses.

Note: Amounts in excess of or in addition to those stated above require Treasurer approval prior to travel.

Definitions:

Per Diem – Reimbursement amount for breakfast, lunch, dinner and incidental expenses.

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