

Reimbursement Expense Form Procedures

## IMPORTANT

### Membership Expense Reimbursement Policy (See CTA Standing Rule 1-7 for additional information)

1. **General Authorization.** The rules governing the control and necessary expenses of members of Association committees, local delegates, and other in-state travel of members on business of the Association as may be authorized from time to time by the ETA Executive Board and/or rep council shall be as follows except where otherwise authorized.

#### a. Travel

(1) PLANE: Actual, most economical coach fare (with receipt), up to two checked bags (with receipt). Prior approval must be obtained from the ETA Treasurer for reimbursement for more than two checked bags or oversized overweight bags, while traveling by air.

(2) TRAIN OR BUS: Actual fare (with receipt).

(3) AUTO:

(a) The standard business mile rate as set by the Internal Revenue Service for transportation expenses. Mileage reimbursement cannot exceed the cost of coach plane fare.

(b) Mileage to and from the member's home airport at the rate as set by the Internal Revenue Service for transportation expenses.

(4) AIRPORT SHUTTLE: ETA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other form of transportation is available.

(5) PARKING: Actual costs of airport parking and hotel parking (with receipt).

#### B. Lodging

(1) The cost of a double-occupancy standard hotel room (with copy of actual hotel bill as receipt) will be reimbursed. Those wishing a single room must pay the difference (half the cost of the double occupancy standard room) except for extenuating circumstances which must be approved in advance. Circumstances may include but are not limited to physically challenged or other medical reasons.

(2) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.

(3) Personal charges such as laundry, valet, telephone calls, internet, snacks, souvenirs and entertainment are not reimbursable.

#### C. Meals

Actual amounts paid including state tax and tip (up to 15%), not to exceed \$40.00 for any one day will apply. Detailed receipts are required for all meals (credit/debit card receipts are not reimbursed). Extra meals required by auto travel are not reimbursable.

**Deadline for Filing Claims.** All claims must be filed within 60 days of the end of the month in which they are incurred. All original receipts must be submitted with claim form to be eligible for reimbursement.