



TRAVEL POLICY

The following policy is used to assist in obtaining reimbursement from TACCHO for approved travel expenses **for employees, members and non-members of TACCHO (speakers, guests, etc.) All persons requesting travel reimbursement from TACCHO must submit an estimated travel expense request for prior approval.** A TACCHO Travel Reimbursement Form, **or in some cases the approved traveler may provide an invoice outlining their expenses,** must be submitted after travel to be reimbursed for that travel.

REIMBURSEMENT POLICY

Transportation

Unless otherwise approved by the Executive Leadership Team:

1. Air travel must be completed using the least expensive fare available.
2. Travel by railway may also be used, using the most direct route, and should not exceed the least expensive air travel via the most direct economy air route.
3. Travel by automobile can also be used, using the most direct route, and should not exceed the least expensive air travel via the most direct economy air route. The cost by automobile includes mileage reimbursed at the current government rate per mile, garage parking at hotel / motel and tolls. The cost by the most direct economy air route includes any fees charged by airlines and the cost of ground transportation to and from the airport. Travelers should provide the actual mileage driven and document departure and arrival locations. Mileage may be verified using Mapquest.
4. Other ground transportation expenses, such as parking, taxi, bus, shuttles, etc. whether incurred at point of departure or upon return, will be reimbursed providing original receipts are submitted. Car rental will not be allowed without prior approval by TACCHO. TACCHO will not reimburse for extra insurance purchased if the traveler's automobile insurance covers rental vehicles driven during business use.

Lodging

Reimbursement will be based on the actual amount paid for lodging. It is expected that the cost will be as close as possible to the federal daily maximum for that geographic area. Items such as personal telephone calls (e.g., movies, bar) are considered to be personal expenses and will not be reimbursed. Room service will be reimbursed (with itemized



receipts).

Meals and Incidental Expenses

Reimbursement will be made up to the GSA per diem rate for the city of travel. This is designed to cover the cost of purchasing meals while traveling and to cover small incidental expenses such as non-meal tips. The daily per diem will be reduced by the cost of the meals which the traveler does not have to purchase while traveling. Per diem will not be reimbursed for any meal provided during the travel. This restriction includes meals which are furnished by TACCHO and meals that do not need to be purchased because the traveler is not traveling at a time that a meal would occur.

Please claim per diem for the meals purchased while on travel (i.e., travelers may not claim breakfast per diem if travel did not start until after the time a traveler regularly eats breakfast and a traveler may not claim dinner per diem if they arrived home before a traveler regularly eats dinner). Travelers who spend time traveling over and above what is needed for TACCHO business will not be reimbursed for per diem unless the extra time spent results in net savings to TACCHO

Same Day Travel (less than 12 hours)

TACCHO will reimburse lunch and travel expenses for day trips. Travelers are eligible for reimbursement of: personal vehicle mileage, meals, tolls, parking fees at the meeting facility and any registration fees for the meeting or training.

HOW TO OBTAIN REIMBURSEMENT

Travelers must complete the TACCHO Travel Reimbursement Form or provide an invoice as agreed upon between TACCHO and the traveler. All sections should be completed, or the invoice should outline all travel expenses, then submit to the Executive Director, President and Secretary for approval. The approved travel reimbursement request will then be submitted to the accounting company for payment. The form or invoice and receipts (where appropriate) must be submitted to TACCHO within 15 days after the travel has been completed. TACCHO will not reimburse vouchers received which are older than 30 days.

1. Attach ORIGINAL receipts for lodging, air, ground, and other related expenses for which reimbursement is being requested. These receipts should be **taped to an 8½" by 11" sheet of paper (using multiple sheets if necessary)**. Also include a copy of the hotel folios, even if the room and expenses are charged to the TACCHO credit/debit card. Receipts for per diem expenses are not required. Any purchase over \$25 must be documented with an original receipt.



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2. The completed TACCHO Travel Reimbursement Form, **invoice, hotel folios, and pages with taped receipts should be scanned and sent via email to the Executive Director**, President and Secretary/Treasurer for approval.

3. **ORIGINAL receipts should be maintained by the traveler** for lodging, air, ground, and other related expenses for which reimbursement is being requested.