



TRAVEL REIMBURSEMENT GUIDELINES

Policy Statement

CalABA will reimburse each Board member up to \$400 per fiscal year (July 1 – June 30) for travel and lodging expenses incurred for the purpose of attending quarterly Board of Directors meetings, excluding the one held at the annual CalABA Conference.

Submission Process

Form to Use

A Travel Reimbursement Form must accompany all reimbursement requests.

Documentation Needed

All transportation and lodging expenses require submission of an original receipt for reimbursement. Non-itemized copies of credit card billing slips are not acceptable for reimbursement purposes.

Exception: When Board members use their personal vehicles, mileage will be reimbursed at the U.S. government allowed mileage expense (as of 2010 the allowance is \$0.50/mile). Requests for mileage reimbursement require submission of the number of miles from the Board member's primary residence to the Board meeting location (e.g., a copy of directions from MapQuest or Google indicating mileage between locations).

Form Submission

Submit Travel Reimbursement Forms to CalABA's Administrative Director via mail. To expedite reimbursement, Board members may fax forms and receipts to the CalABA office, but original forms and receipts must still be mailed to ensure proper record keeping for accounting and tax purposes.

Timelines

Reimbursement requests must be made in the same fiscal year as the travel/lodging occurred to ensure proper record keeping for accounting and tax purposes.

*Adopted by the CalABA Board of Directors on February 5, 2010
To be reviewed again by the Board prior to February 5, 2011*