



Reimbursement Guidelines

Standing Rule: Membership Expense Reimbursement Policy

1) **General Authorization:** The rule governing the control and necessary expenses of representatives to the State Council of Education, members of Association committees, panels, and task forces and other in-state travel of members on business of the Association as may be authorized from time to time by the Board of Directors shall be as follows except where otherwise authorized.

a) Travel:

- i) Plane: Actual, most economical coach fare. Supported with copy of purchase receipt.
- ii) Train or Bus: Actual fare supported by purchase receipt.
- iii) Auto:
 - (1) Shortest round-trip mileage, supported by on-line documentation (i.e. MapQuest, Yahoo Maps, etc.), from either home or school site, to conference, at current CTA guideline rate.. Reimbursement may not exceed cost of most economical coach fare.
 - (2) Shortest round-trip mileage to and from member's home to airport, supported by on-line documentation (i.e. MapQuest, Yahoo Maps, etc.), at current CTA guideline rate.
- iv) Airport Shuttle: Cost of round-trip shuttle ride between airport and conference. Taxi fare shall be reimbursed only when no other form of transportation is available.
- v) Parking: Actual cost of airport and/or hotel parking supported by payment receipts.

b) Lodging:

- i) Half the cost of double-occupancy hotel room supported by copy of hotel bill. Those wishing a single room must pay the difference except for extenuating circumstances, which must be approved in advance. Circumstances include but are not limited to physically challenged, other medical reasons, persons in groups consisting of twenty-five (25) or fewer persons requiring overnight lodging may be reimbursed for single-occupancy where not otherwise directed by the Board.
- ii) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
- iii) Personal charges such as laundry, valet, telephone calls, snacks and entertainments are not reimbursable.

c) Meals:

Actual amounts paid including tax and tip not to exceed current \$63 for any one day will apply except for days when meals are provided by CTA. Receipts are required for all meals. Extra meals required because of travel by private car are not reimbursable.

Deadline for filing claims: All claims must be filed within 45 days of the last day of the event. An additional 15-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with claim. Claims filed more than 60 days after the last date of the event must be approved by the Board of Directors.