

**Assistance League® of Salt Lake City
Travel Expense Reimbursement Policy**

I. ELIGIBILITY FOR FINANCIAL RESOURCES (Finance Policies IX. A., B.)

- A.** The Finance Committee, with Board approval, shall determine allocation of budgeted financial resources for members attending national conferences/meetings.
- B.** The Board shall annually determine members who are eligible for financial reimbursement for workshops, training, or special meetings. In addition to chapter delegates, these include key chapter leaders for whose work training is available and those members who serve on a National Assistance League committee. Chapter members serving on National Committees shall have qualified expenses paid by the chapter, which may include registration, lodging and allowable transportation from Salt Lake City to the event city.

II. EXPENSES (Finance Policies IX. Chapter Related Travel C, D, E)

- A.** All unbudgeted travel plans and expenses for any committee and/or chapter members shall be submitted, in advance, to the Finance Committee for approval.
- B.** Expense reimbursement documentation and receipts shall be submitted with the expense voucher to the Treasurer within thirty (30) days of expenditure or prior to May 31st.
- C.** Travel expenses prepaid by the chapter for a member who is subsequently unable to attend a scheduled meeting shall be reimbursed to the chapter by that member within thirty (30) days following the scheduled event.

III. ALLOWABLE EXPENSES (Finance Policies IX. Chapter Related Travel F)

- A.** Event registration as determined by Finance Policies IX.
- B.** Lower priced airfare on a direct flight to event city that includes a non-upgraded seat assignment when available; and baggage fees to cover one bag each way.
- C.** Shuttle or taxi (fully reimbursed including tip).
- D.** Lodging based on double occupancy/standard room.
- E.** Automobile travel IRS allowance rate for philanthropic services, not to exceed lower priced airfare on a direct flight to event city.
- F.** Hotel or event parking.
- G.** Meals up to fifty dollars (\$50) per day.

IV. NON-ALLOWABLE EXPENSES (Finance Policies IX. Chapter Related Travel G)

- A.** Personal expenses.
- B.** Entertainment
- C.** Alcoholic beverages
- D.** Frequent flyer mileage ticket.
- E.** Travel insurance.