

**Assistance League® of Salt Lake City
Travel Expense Reimbursement Handout
as of October 2023**

I. ELIGIBILITY FOR FINANCIAL RESOURCES

- A.** The Finance Committee, with Board approval, shall determine allocation of budgeted financial resources for members attending approved conferences/meetings/training.
- B.** The Board shall annually determine members who are eligible for financial reimbursement for workshops, training, or special meetings, including key chapter leaders for whom work training is available and those members who serve on a National Assistance League committee.

II. EXPENSES

- 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.
- 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

- A.** Event registration as determined by Finance Policies VII.
- 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 single occupancy/standard room.
- E.** Automobile travel per 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 seventy-five dollars (\$75) per day.

IV. NON-ALLOWABLE EXPENSES

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