

MEMBER EXPENSE REIMBURSEMENT POLICY

Guiding Principle. Keep in mind that this is our members' money, and it is our duty to act as good stewards of their dues. Please plan and spend responsibly.

General Authorization. The rules governing necessary expenses of members of the Association as may be authorized from time to time by the Board of Directors shall be as follows except where otherwise authorized. These policies are in line with the policies of CTA.

TRAVEL (Requires advanced approval from Executive Board):

- (1) PLANE: Actual, most economical coach fare (with receipt), up to two checked bags (with receipt). Prior approval must be obtained from the CTA Secretary-Treasurer for reimbursement for more than two checked bags or oversized overweight bags, while traveling by air.
- (2) TRAIN OR BUS: Actual fare (with receipt).
- (3) AUTO: (a) The standard business mileage rate (65.5 cents, effective January 1, 2023) as set by the Internal Revenue Service for transportation expenses. Mileage reimbursement cannot exceed the cost of coach plane fare. (b) Mileage to and from the member's home airport at the rate (65.5 cents, effective January 1, 2023) as set by the Internal Revenue Service for transportation expenses.
- (4) AIRPORT SHUTTLE: CTA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other form of transportation is available.
- (5) PARKING: Actual costs of airport parking and hotel parking.

LODGING (attach statement):

- (1) **Half the cost of a double-occupancy room** (with copy of actual hotel bill as receipt). Those wishing a single room must pay the difference, except for extenuating circumstances, which must be approved in advance.
- (2) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
- (3) Personal charges such as laundry, valet, telephone calls, snacks are not reimbursable.
- (4) A maximum of eight dollars (\$8.00) per day for portage and a housekeeping tip is reimbursable.

MEALS (attach receipts);

Actual amounts paid including tax and tip, are not to exceed \$90.00 for any one day. Itemized receipts are required for all meals. A Missing Receipt Form must accompany the Member Expense Statement when an itemized meal receipt is not available. Extra meals required by auto travel are not reimbursable. There will be no reimbursement for meals when CTA already provides one.

Deadline for Filing Claims. All claims must be filed within **thirty (30) days** of the end of the month in which they are incurred, except as otherwise noted. Claims filed more than thirty days after the end of the month in which they are incurred shall require approval by the Board of Directors.