

## 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 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. Members will be reimbursed the standard business mileage rate ([72.5 cents, effective January 1, 2026](#)) as set by the Internal Revenue Service for transportation expenses. Mileage reimbursement cannot exceed the cost of coach plane fare.
  - b. Members will be reimbursed mileage to and from the member's home airport at the rate ([72.5 cents, effective January 1, 2026](#)) as set by the Internal Revenue Service for transportation expenses.
4. **AIRPORT SHUTTLE:** Members will be reimbursed the cost of airport shuttles to and from the meeting site. Taxi, Uber, and Lyft 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. One Half of the cost of a double-occupancy room (with copy of actual hotel bill as receipt) not to exceed the CTA group conference rate. Non-CTA conferences must be approved in advance. Requests for full room rate reimbursement must be approved in advance.
2. If travel by private car means extra hotel or motel charges that fall outside of the conference dates, such charges are not reimbursable without advanced permission.
3. Personal charges such as laundry, valet, telephone calls, and 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. If a conference provides a meal, you may not request reimbursement for that meal.

**Forms:** Members must fill in a [Member Expense Form](#) and include copies of all receipts.

**Lost/Missing Receipts:** For expenses that may be missing receipts, a [Missing Receipt Form](#) must accompany the Member Expense Statement when an itemized meal receipt is not available.

**Non-Reimbursable Charges:** Extra meals required due to travel are not reimbursable. Extra meals due to early arrival or a late stay at a conference location are not reimbursable.

**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.