

SASFAA TRAVEL EXPENSE GUIDELINES

Travel and other expenses will be covered by SASFAA for official SASFAA business. Unless an advance is authorized by the President or otherwise authorized by the Association's policies and procedures, travel will be on a reimbursement basis. Claims require the approval of the President or Committee Chair prior to reimbursement by the Treasurer. The President or Treasurer may disallow any claim or portion thereof that exceeds travel reimbursement standards and practices. Claim forms must be completed in their entirety, showing the completed itinerary and purpose of the travel expense. Travel reimbursements shall be authorized for, but may not be limited to, SASFAA Officers, Committee Chairpersons and Committee members, and other representatives authorized by the President. Reimbursable items include the following:

TRAVEL – ALL RECEIPTS REQUIRED

1. Private auto at the rate of 50.0 cents per mile. Mileage shall be reimbursed at the current IRS business rate over a reasonably traveled route not to exceed 1,000 miles round trip. The President and Treasurer must approve exceptions to this policy on a case-by-case basis.
2. Air travel at the coach rate. (Must be reported on expense form even if direct billed to SASFAA.) Air travel shall be reimbursed for actual coach travel expenses. Travelers using a fare at a greater rate shall be reimbursed only for the applicable coach/economy rate for the flight. A copy of the ticket receipt must accompany the travel reimbursement request. In instances where a higher-class rate is used, information to verify the coach/economy rate at the time of the reservation should be provided by the traveler.
3. The cost of taxi/airport limousine at actual cost, including tip, if appropriate, to and from the meeting site, unless lesser cost transportation is provided through the hotel.
4. Parking and tolls.

LODGING – ALL RECEIPTS REQUIRED

1. Actual cost is not to exceed the single room rate at the location of the meeting.

MEALS – ALL RECEIPTS REQUIRED – SASFAA DOES NOT PAY PER DIEM

1. Meal expenses are not to exceed the daily rate of \$50.00. SASFAA members are encouraged to keep meal costs within the following parameters for each meal, but all meals for a day will be reimbursed at a rate not to exceed \$50.00:

Breakfast - \$10.00

Lunch - \$15.00

Dinner - \$25.00

2. Meal expenses for the full committee, excluding guests or non-committee members, unless such persons take part in committee activities. List all persons included in the meal for which reimbursement is requested. Group meals are not restricted to the daily rate; however, effort should be made to keep expenses in line with that rate and individuals may not request separate reimbursement for the same meal(s).

AUTO - ALL RECEIPTS REQUIRED

1. Auto rental requires the approval of the President or Treasurer, and must be cost effective or beneficial to SASFAA.

MISCELLANEOUS – ALL RECEIPTS REQUESTED

1. Telephone charges or internet charges relating to SASFAA business.
2. Printing, facilities charges or other expenses required to conduct the business of the Association
3. Tips, other than for meals or beverages.

BUDGET CATEGORIES/CODES

Advance Program Planning	213	Long Range Planning	217	Professional Advancement	203
Annual Meeting/Program	206	Strategic LRP	217-1	Prof. Adv. – Summer Workshop CY	203-1
Archives/Research	212	GAP Committee	217-2	Prof. Adv. – Summer Workshop – PY	203-2
By-Laws	209	Membership/Directory	201	Prof. Adv. – Decentralized Training	203-3
Computer Hardware/Software	221	Newsletter	204	Secretary	104
Diversity Issues	214	Nominations and Elections	208	Site Selection	207
Electronic Services	202	Past President	106	Spec. Projects	219
Executive Board	210	Past President – Scholarship	106-1	Spec. Proj. – Historian	219-1
Executive Board – Retreat	210-1	President	101	Spec. Proj. – Other	219-2
Executive Board – Transitional Expense	210-2	President’s Contingency	211	Treasurer	105
Budget and Finance	205	President-Elect	102	Vendor/Sponsor	218
Legislative Advocacy	216	Prior Administration Bills	215	Vice President	103

BUDGET SUB-CATEGORIES/CODES

Travel	A	Supplies	F
NASFAA	B	Honorarium	G
Printing	C	Refunds	H
Postage	D	Meetings	J
Telephone	E	Miscellaneous	K

Updated 6 January 2009