

ISSUE: TRAVEL REIMBURSEMENT GUIDELINES

POLICY:

- Travel and business expenses incurred while carrying out PASFAA business will be reimbursed according to set procedures.

PROCEDURES:

1. The following guidelines have been prepared to help identify legitimate travel and business expenses incurred while carrying out PASFAA business, and to establish procedures for reimbursing eligible people. These guidelines should be explained to all PASFAA Executive Council members and to Chairs of PASFAA committees.
2. It is necessary to state that PASFAA's financial resources are limited. All persons acting on behalf of PASFAA are asked to exercise reasonable economy. Any person submitting a PASFAA Expense Report for payment must understand that expenses reimbursed by a party other than PASFAA may not be included on the PASFAA Expense Report.
3. Persons seeking reimbursement must submit a PASFAA Expense Report to the Committee Chairperson. All receipts for public transportation, hotel accommodations and meals must be attached. If approved by the Committee Chairperson, who initials the Report, the Report will then be forwarded to the Treasurer for payment. Committee Chairpersons are charged with assuring that PASFAA funds are spent reasonably.

TRAVEL

1. It is assumed that travelers seeking reimbursement will select a mode of travel based on the most economical use of time, cost and other requirements of the trip.
2. Travel by private vehicle will be reimbursed at a rate set by Executive Council during the budget meeting. All related parking and toll charges will be covered if receipts are presented with the Expense Report. Expenses related to traffic violations, including illegal parking, will not be reimbursed.
3. Travel by commercial carriers (plane, bus, train) will be reimbursed with some restrictions. Automatic approval is assumed if commercial travel costs less than the use of a private vehicle. Air travel is restricted to the following:
 1. Distance must be 200 miles or greater one way; however, weather conditions will be considered from November 15 through March 15.
 2. Air reservations should be made as early as possible in order to take advantage of lower rates.
 3. Reimbursement of expenses shall be for economy class only.

4. Exceptions to the above restrictions must be granted in advance by the Committee Chairperson and the PASFAA Treasurer, in consultation with PASFAA President.
5. Reimbursement for use of a rental car will only be made if advance permission is granted by the Committee Chairperson and Treasurer. Automatic approval is given if the rental car will cost less than the use of private vehicles, such as in the case of car pooling. Car rental after flight is granted if no other form of transportation (taxi, airport or hotel limousines and buses) is available, does not suit the purpose of travel or if car rental is less expensive. Reimbursement shall not include transportation costs for personal choice beyond the initial expenditure to reach the intended site for PASFAA business. If permission is granted, reimbursement will be for the cost of the rental and gas if receipts are kept.
6. Reimbursement will not cover the cost of insurance or any liability associated with an accident.

HOTEL ACCOMMODATIONS

- Hotel accommodations for PASFAA Executive Council meetings will be made in advance by one person, usually the President. Expense for a shared room will be covered by PASFAA unless assigned a single room. Any member requesting a single room or requesting to share a room with a private guest (i.e. spouse) will be required to pay one-half of the room rate.
- Hotel accommodations for any other PASFAA business must be approved in advance by the Committee Chairperson. Accommodations will not be reimbursed for persons traveling to the Counselor Workshops without prior approval from the Committee Chairperson and PASFAA President. Persons forced to stay over due to bad weather may be granted an exception.

MEALS

- If meals are provided (i.e. the full meal plan or the American plan at a hotel or by PASFAA during meetings), other eating arrangements will be a personal expense. Meals directly related to PASFAA travel will be reimbursed. Persons are asked to exercise reasonable economy when ordering meals. Alcoholic beverages will not be reimbursed. All snacks and beverages not related to a standard meal (breakfast, lunch, and dinner) will not be reimbursed.

TIPS

- Reasonable tips to hotel and transportation personnel will be reimbursed. Tips for meals should be included in the costs of meals.

OTHER EXPENSES

- Certain other expenses incurred by members including, but not limited to, printing, mailing, and telephone expenses, may be reimbursed upon submission of an itemized statement on institutional letterhead or the "Expense Report".
- Reimbursement may be made to the individual or institution as appropriate.
- In any instance where a request does not comply with these guidelines, or where the reasonableness of the request is in question, the Treasurer will submit the request to the Executive Council at its next meeting for review. The Executive Council reserves the right to refuse to honor any request that does not comply with the intent of these guidelines.

POLICY UPDATE: Treasurer
Adopted: September 27, 1979
Revised: October 25, 1989
December 2, 1990
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