

IMPORTANT

Membership Expense Reimbursement Policy (See Standing Rule 2-3 for additional information.)

General Authorization: The rules governing the control and necessary expenses of delegates and paid non-delegates to CCA Conferences, members of CCA committees and task forces and other travel of members on CCA business are authorized by the CCA Board as follows:

A. TRAVEL

1. **Plane**
 - a. CCA shall only reimburse for coach/economy fares.
 - b. Receipts are required with a completed CCA Member Expense Statement.
2. **Train or Bus:** Actual fare. Receipt required.
3. **Private Vehicle**
 - a. CCA's reimbursement rate is the IRS rate (currently 57.5 cents per mile) by the shortest highway route.
 - b. CCA's reimbursement rate is per mile for a round trip.
 - c. Mileage to and from the airport is paid at the IRS rate.
 - d. Mileage reimbursement shall only be for actual CCA business; any additional mileage for personal use shall be excluded. Receipts for gas will not be reimbursed.
 - e. Map and documents are required for mileage reimbursement.
4. **Airport Shuttle & Taxis:**
 - a. CCA shall reimburse the cost of airport shuttles to and from the meeting site and from home to the airport.
 - b. Taxi fare shall be reimbursed only when no cheaper form of public transportation is available or in cases that the CCA President has approved. Receipts are required.
5. **Parking:** Actual costs of airport/hotel parking are reimbursed. Valet parking will be reimbursed. Receipts are required.

B. LODGING

1. **Half the cost of a double occupancy hotel room is reimbursed** (with copy of actual hotel bill as receipt). Those wishing a single room must pay the difference, except for those who obtain prior approval from the CCA President for single occupancy based upon extenuating circumstances. Circumstances may include, but are not limited to, physical challenges or medical reasons according to Federal ADA law.
2. All participants at CCA conferences **must stay in the site facility**. The only time it is permissible to stay elsewhere is if the site hotel is completely booked. If this must be done, CCA shall reimburse no more than the conference rate.
3. CCA shall not reimburse for lodging if travel by car necessitated the stay except with the approval of the Treasurer.
4. Personal charges, such as laundry, telephone calls, snacks and entertainment, are not reimbursable.
5. A maximum of seven dollars (\$7.00) per day for portage is reimbursable.

C. PARKING

1. Actual costs of airport/hotel parking are reimbursed. CCA shall reimburse for valet parking. Actual receipts are required.

D. MEALS

1. CCA will reimburse at the CTA policy rate, currently not to exceed \$85 per day. If CCA provides breakfast and lunch there is a \$50 limit to reimbursement for dinner.
2. Any entry in the meals area **MUST** have an itemized receipt. Inclusion of total meal charge on hotel bill is not sufficient. Food receipts that include multiple members must identify the members by name and the individual members need to note to whose MES the receipt is attached.

E. DEADLINE FOR FILING MEMBER EXPENSE STATEMENTS:

1. All Member Expense Statements must be filed within thirty (30) days of the end of the month in which they are incurred;
2. No Member Expense Statement may be processed after that 30-day period unless accompanied by a letter stating the extenuating circumstances for the late report;
3. Member Expense Statements filed more than sixty (60) days after the end of the month in which they are incurred shall require approval by the Board. This approval is not automatic; therefore, those submitting late Member Expense Statements must recognize that they may not be reimbursed should they submit forms after the 60-day deadline.