



Expense Reimbursement Policy

1. All travel/conference attendance must be pre-approved by Executive Board in order to be reimbursable.
2. Any expenses incurred under special circumstances can be brought to Executive Board for approval.
3. An Expense Reimbursement Form or Conference Reimbursement Form must be submitted with all receipts.
4. Travel (**Requires advance approval from the Executive Board*):
 - a) **Plane*: Actual, most economical coach fare. Travel Insurance recommended. (Attach receipt)
 - 1) One checked luggage (under 50 pounds) for air travel.
 - b) **Train, Bus, Taxi, Rideshare Apps*: Actual Fare (Attach receipt)
 - c) Auto
 - 1) Standard IRS Business Mileage Rate
 - 2) Mileage reimbursement will be calculated using the shortest highway route (Attach printed map with mileage)
 - 3) Mileage reimbursement cannot exceed the cost of coach airfare.
 - 4) Toll roads and bridges reimbursed at actual cost.
 - 5) Parking: Actual costs of airport parking and hotel parking, excluding valet parking. Rideshare apps can be utilized to and from airports if the expense is less than the combined cost of mileage and parking. (Attach receipt)
5. Lodging (Attach hotel statement):
 - a. CTA State Council – Half the cost of a double occupancy hotel room. Those wishing a single room must pay the difference except for the extenuating circumstances (physically challenged or other medical reasons) which must be approved by the Executive Board in advance.
 - b. Other Travel – Cost of a standard hotel room
 - c. If the member chooses to travel by auto instead of flying, and this results in an extra night hotel room, such charge is not reimbursable.
 - d. Personal charges such as laundry, personal telephone calls, pay-per-view movies, and entertainment are not reimbursable.
 - e. A maximum of fifteen dollars (\$15.00) total per day for portage and housekeeping is reimbursable.
6. Meals (attach receipts):
 - a. Actual amounts paid, including tax and tip, shall not exceed the CTA daily food allowance per any one day.
 - b. If two meals are not provided, the actual amount paid, including tax and tip, shall not exceed 125% of the CTA daily food allowance per any one day.
 - c. If three meals are not provided, the actual amount paid, including tax and tip, shall not exceed 150% of the CTA daily food allowance per any one day.
 - d. Receipts are required for all meal reimbursements of \$10.00 or more.
 - e. Maximum tip reimbursable percentage is 18%.
 - f. All receipts must be itemized.
7. Deadline for filing expense reimbursements:
 - a. All expense reimbursements must be filed within (30) days of the end of the month in which the expenses were incurred.