

APPENDIX D

IMPORTANT ASSOCIATED CHINO TEACHERS Member Expense Statement

Standing Rule III – Travel Reimbursement

The following rules shall govern the reimbursement of travel costs incurred by Association officers, employees, or convention delegates who have been duly authorized to perform travel.

1. All requests for reimbursement must be submitted on the Associated Chino Teachers Travel Reimbursement Form (see Appendix D) with the required original receipts for hotel, meals, and other costs. If required information is missing, the expense statement will be returned to the originator.
2. Transportation by personal automobile will be reimbursed for round trip by nearest traveled highway at the current IRS rate per mile. Mileage reimbursement cannot exceed the cost of coach plane fare. Travel by airplane, bus or train will be reimbursed at the most economical fare available.
3. Airport shuttle costs and parking fees will be allowed when necessary at actual costs. Taxi fare shall be reimbursed only when no other form of transportation is available. A maximum of six dollars (\$6.00) for portage is reimbursable for any one meeting.
4. No charges for hotel accommodations shall be allowed for travel within a radius of 25 miles of the Association office.
5. Meals will be reimbursed at the actual amount paid, including tax and tips up to 15%, subject to the following guidelines:
 - a. The maximum daily allocation for meals shall be sixty-five dollars, (\$65.00)
 - b. No reimbursement shall be provided for meals that are included as part of the conference/workshop/meeting package.
 - c. Extra meal expenditure due to elective travel by automobile are not reimbursable.
6. Expenses not reimbursable include:
 - ♦ Parties and gifts, ♦ Traffic fines, ♦ First class airfare, ♦ Additional luggage, briefcases, etc,
 - ♦ In-flight movies and refreshments, ♦ Airline club dues, ♦ Hotel room movies and snacks,
 - ♦ Reimbursement for business miles in excess of the cost of airfare to the same destination,
 - ♦ Alcohol, unless reasonable in cost and consumed during business entertainment activities,
 - ♦ laundry, ♦ personal telephone calls, ♦ Tips in excess of 15% and added to pre-applied gratuity.
7. Any exceptions or variations from the above rules covering travel expenses shall be allowed only with approval of the Executive Board.
8. Individuals representing Associated Chino Teachers~CTA~NEA shall be required to complete the Participant Responsibility/Duties Form and the Conference/Workshop Reporting Form as an acknowledgement of their responsibilities and duties. The Reporting Form shall be submitted with their request for Reimbursement Form. All claims must be filed within:
 - 1) thirty days of the end of the month in which they are incurred. Those who do not submit the required monthly expenditure report may or may not be sent a written reminder.
 - 2) An additional thirty-day period for extenuating circumstances shall require approval by the Executive Board, set forth in a letter of explanation and filed with the claim.
 - 3) Claims filed more than sixty days after the end of the month in which they are incurred may be canceled if no report has been submitted.

Any exceptions or variations from the above rules governing travel and other expenses shall be allowed only by authorization by the Executive Board. In the event an advance was made to a unit member attending a conference/workshop, and no receipts are submitted within the timeline allowed, the unit member will be required to reimburse the Association for the amount advanced. Such reimbursement will be made within sixty (60) calendar days. If said reimbursement is not made, the unit member will receive a 1099 Form Misc. Income for the advance amount.