

# MEMBER EXPENSE

FSUTA

## REIMBURSEMENT POLICY

**GENERAL AUTHORIZATION** - The rules governing the control and necessary expenses of conference attendees and other in-state travel of members on business of the association are authorized by the FSUTA Executive Board as follows:

### A. TRAVEL

- Plane: Actual, most economic coach fare (with receipt) with one checked bag. Prior approval must be obtained from the FSUTA president for reimbursement for more than one checked bag or oversized/overweight bags.
- Train or bus: Actual fare with receipt.
- Auto: The standard business mile rate (58.5 cents, effective Jan. 1, 2022) as set by the Internal Revenue Service for transportation expenses. Mileage reimbursement cannot exceed the cost of coach plane fare.
- Airport shuttle: FSUTA will reimburse the cost of shuttles to and from the meeting site. Taxi fare and app-based transportation shall not exceed the cost of available shuttles.
- Parking: Actual costs of airport and hotel parking.

### B. LODGING

- Half the cost of a double-occupancy hotel room (with copy of actual hotel bill as receipt). Those wishing a single room must pay the difference except for extenuating circumstances that must be approved in advance. Circumstances may include but are not limited to physically challenged and other medical reasons.
- If lodging is arranged at a location other than the conference location, reimbursement is based on the conference location rate.
- If travel by private car means an extra hotel or motel charge is not reimbursable.
- Personal charges such as laundry, valet, telephone calls, snacks and entertainment are not reimbursable.
- A maximum of \$7 per for portage is reimbursable.

### C. MEALS

- Actual amounts paid including tax and tip are not to exceed \$85 for any one day. Itemized receipts are required for all meals. A missing receipt form must accompany the member expense statement when an itemized meal receipt is not available. Extra meals required by auto travel are not reimbursable. There will be no reimbursement for meals when CTA already provides one. Alcoholic beverages are not reimbursable.

### DEADLINE FOR FILING CLAIMS

All claims must be filed within 30 days of the end of the month in which the expenses occurred. An additional 30-day period may be granted for extenuating circumstances set forth in a letter of explanation to be filed with the claim. Claims filed more than 60 days after the end of the month in which they occurred shall require approval by the FSUTA Executive Board.