

EXPENSE REIMBURSEMENT POLICY

Before any expenses are incurred for meetings or other activities, they must be authorized in advance by the Executive Director and limited to the following items:

Transportation

- a) Travel by commercial carrier (economy fare) to and from meetings. Reservations should be made at least 30 days prior or more whenever possible to receive any available discounts. International flights must be made on an American carrier. Original ticket receipts are the only acceptable documentation for reimbursement (itineraries are not acceptable documentation except for e-tickets with proof of payment).
- b) Auto expenses at the IRS allowable rate per mile (currently at 40.5 cents) when commercial transportation is not available. Rental cars and their authorization must be obtained prior to travel and will only be reimbursable when other commercial transportation is unavailable. Tolls and parking will be reimbursed with original receipts attached.
- c) Necessary taxi or public ground transportation with original receipts.

Meals and Lodging

- a) Hotel cost at prevailing local standard rate (single), limited to evening of meeting and/or the prior night. All expenditures must be supported by receipts.
- b) Meals associated with meeting/project not to exceed a total of \$35.00 per day.
- c) Cost of meeting room if required (for committees).

Miscellaneous

- a) Necessary telephone and fax charges specific to meeting/project activity.
- b) Necessary duplicating services specific to meeting/project activity.

Annual Meeting Travel

Officers, Directors and others specifically invited to attend the meeting or the Board during the Annual Meeting, may claim reimbursement for transportation, if necessary. Reimbursement will be provided on the night before the Board meeting and following night if air travel is unavailable.

Policy Statement

EERI will reimburse reasonable expenses and does not wish to impose hardship on volunteer leaders. Recognizing that EERI funds are limited, however, leaders are encouraged to make use of other resources where available and try to combine travel for EERI with other business. Requests for reimbursement of expenses must be submitted within 60 days from the date the expense occurred. Requests submitted after 60 days will not be honored.

Approved : December 21, 1995
Revised : May 18, 2005