



FINANCIAL POLICY AND PROCEDURES

H. TRAVEL POLICY

1. General Travel Policy:

- a. Each fiscal year based upon available finances, the BOD will consider reimbursement of eligible member and nonmember expenses for state and national functions. This expense will be reflected in the annual budget and will be pre-authorized by the BOD prior to actual travel. All travel for activities including Chapter meetings, APTA conferences, and students receiving awards from the Chapter will be reimbursed as follows:
 1. Registration fee – The amount of registration or waiver of the fee will be determined separately for each individual meeting.
 2. Plane and train travel – APTA TN will reimburse coach class travel on airlines and trains. Travel insurance is not reimbursable.
 3. Personal car allowance – If someone representing APTA TN finds it more economical or practical to use his or her own car for business travel, he or she may be authorized to do so. For use of own car on longer trips, mileage reimbursement plus tolls, parking, etc. cannot exceed coach airfare.
 4. Car rental – Car rental associated with APTA TN business is a reimbursable expense provided the rental car plus gasoline expense is less than the cost of travel by cab or other less expensive forms of transportation. Economy cars should be used. The traveler is required to investigate and lease at the lowest rental fee. APTA TN will not reimburse for the car if used for personal business.

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5. Checks for reimbursement should be expected by the member within 30 days of the time the request is received in the APTA TN office.
6. Ground transportation – APTA TN will reimburse taxi expenses associated with APTA TN business. Travel between airport and hotel must be the least expensive form of transportation except in unusual circumstances. For example, two or three APTA TN travelers may find it less expensive to take a cab together from the airport than to take the bus.
7. Parking – Parking is a reimbursable expense. Long-term parking fees should not exceed normal taxi fares to and from the airport. The traveler's discretion and evaluation are encouraged.
8. Meals – Per Diem is limited to \$60.00 per full day for breakfast, lunch, and dinner; the limitation is \$30.00 per day for one-half day. For large venue meetings, held in a large metropolitan city, the daily per diem rate shall be \$75.00. There will be no reimbursements without receipts attached.
9. Hotel room – Hotel bills are paid up to the single room rate plus tax. APTA TN encourages double room occupancy. Copies of the hotel bill must be attached to the expense form. Rooms will be only reserved for the duration of the APTA TN member's responsibility. If responsibilities end by noon, the APTA TN member will be expected to check out of their rooms and travel that day. If responsibilities extend beyond noon, then checkout and travel will be approved up to the following morning.
10. Tips – These are reimbursed at reasonable and actual costs for baggage and material handling.

2. Travel to BOD meetings

- a. Personal automobile mileage is reimbursable at the standard mileage rate per the IRS (2020 = 57.5 cents).
- b. At all state meetings, breakfast and lunch are provided for both days. When meals are not provided, upon request, BOD members will be allotted \$35.00 per day for attending BOD meetings, with receipts necessary for all reimbursable items.
 - a. Alcoholic drinks are to be reimbursed at two per meal (not to exceed the \$35 rate).
- c. Anyone officially invited to attend the state BOD meeting will be paid the standard mileage rate per the IRS.

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- d. BOD members are encouraged to share rooms and carpool to BOD meetings whenever possible, but not mandatory.
- e. District Reimbursement for travel to statewide events will be reimbursed by their respective District.
- f. Committee Chairs only are to be reimbursed for travel for pre-approved APTA TN events (e.g., Chapter meetings, Day on the Hill, Strategic planning meetings, etc).
- g. Reimbursement to Executive Committee members, district chairs, and committee chairs attending the BOD meeting held during the annual Spring and Fall State Meetings shall be reimbursed as per the general travel policy for planned budgeted events. In light of unexpected needs, approval needs to be given by the Executive Committee.

a. Lodging:

- i. If not staying at the host hotel, then the lodging reimbursement rate will not exceed the rate of the host hotel.
- ii. Board members will be reimbursed for two nights' lodging only if they attend classes at the state meetings. If you only attend the BOD meeting you will be reimbursed for only one night, depending on location. If you are within a two-hour drive of the meeting location, you will not be reimbursed for lodging unless you also attend classes. The only exception will be if a board member is a presenter or working an exhibit booth for their committee position (membership, PAC, awards, etc.).

3. All forms requesting reimbursement of monies must be submitted directly to the APTA TN office for processing. The Administrator will seek approval for payment from the Treasurer if the request falls outside the approved budget or policy for reimbursement.

4. The "Expense Report" form (provided on the tptatn.org website under member benefits, downloadable forms), along with all original receipts, including but not limited to airline, hotel, and ground transportation when appropriate, must be received in the APTA TN office within 60 days of the completion of the incurred expenses. Expense reimbursement may be delayed if a member fails to submit proof of expenses within this time. If expense reports with appropriate supportive receipts are not received by 90 days of the completion of the incurred expenses, reimbursements may be denied.

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5. Checks for reimbursement should be expected by the member within 30 days of the time request is received in the APTA TN office.
6. When members travel at Chapter expense, they are required to use the contracted travel agency (if applicable) when it is financially prudent.