

## **WSSMA POLICES AND PROCEDURES FOR REIMBURSEMENT OF TRAVEL EXPENSES**

Travel expenses will be reimbursed within the limits established by the Internal Revenue Service and the WSSMA Board of Trustees.

List only reimbursable expenses as allowed below, and submit with 21 days in incurring the expense. Reimbursable expenses are related directly to traveling unofficial business. Personal business expenses are not reimbursable.

Expenses must be substantiated by an original paid receipt or other appropriate documentation attached to the payment voucher. Your cooperation will expedite payment.

Expenses for one meeting ONLY may be recorded on each voucher. If more than one meeting is attended, separate vouchers must be submitted for each. Your voucher should be mailed to the WSSMA treasurer for payment. Please allow three weeks for payment from the time your vouchers are received.

1. **PLANE FARE:** Coach Class is reimbursable. Whenever possible, tickets should be purchased at least one month in advance to take advantage of discount fares. First Class travel is not reimbursable. A copy of the plane ticket voucher must be submitted with the expense voucher. If you choose to fly first class or by private plane, or later what your itinerary states, you will be expected to pay the difference between direct round-trip coach fare and the alterations you have made.
2. **TRAIN/BUS FARES:** Train or bus fares are reimbursable. Receipt required.
3. **GARAGE/PARKING:** Garage and/or other parking fees are reimbursable if they are directly related to the meeting.
4. **AUTO EXPENSES:** WSSMA travel allowance is currently \$0.50 per mile, or least expensive air fare—whichever is less. Be sure to attach documentation (Google Maps or Map Quest) to list the number of miles driven (Start and End addresses). Toll fees are also reimbursable
5. **LOCAL BUS/TAXI:** Cost of airport bus or other surface transportation to and from the airport is reimbursable. Taxi fares are permissible only if a bus is not available or the time element is critical. Always ask the driver for a receipt.
6. **TIPS:** Tips connected directly with traveling on official business will be reimbursed i.e. porters, hotel attendants, and special services.
7. **HOTEL/MOTEL:** It is expected that representatives attending meetings on behalf of WSSMA will share a twin room whenever possible. Additional time spent at the meeting site (for personal reasons) are not reimbursable.
8. **PER DIEM/MEALS:** For Officers, Delegates and Alternate Delegates to AAMA Conference only. Per Diem rate are set by geographic location and fiscal year. Up to \$50.00 will be reimbursed for actual meal expenses (including tips) partial travel days should be combined and claimed as one full day.
9. **MISC:** Specify all miscellaneous business expenses and attach receipts.