

AASFAA TRAVEL and EXPENSE GUIDELINES

Effective July 1, 2006

Travel and other expenses will be covered by AASFAA for official AASFAA business only. Travel and other expenses will be on a reimbursement basis. Approval must be given by the appropriate Committee Chair and Board Liaison or President before reimbursements will be issued. The President or Treasurer/Treasurer Elect may disallow any travel or expense in full or a portion of that he/she deems unreasonable. Expense reports must be completed in their entirety, showing the complete itinerary and purpose of the travel/expense. Travel reimbursement shall be authorized for, but may not be limited to, AASFAA Officers, Committee Chairpersons and members, AASFAA Scholarship Recipients, and other representatives authorized by the President.

Receipts are required for ALL expenses that exceed \$25.00. Reimbursements will not be made if appropriate receipts are not included with the expense report.

Expenses submitted for reimbursements must include the wet signature of the person submitting the report and either the wet or electronic approval by the appropriate Committee Chair or Board Liaison prior to payment being issued by the Treasurer/Treasurer Elect.

Reimbursable items may include but are not limited to the following:

TRAVEL:

1. Private auto at the rate of 48.5 cents per mile for all necessary travel not accessible by air.
2. Air travel at coach rate. (These charges must be reported on expense form even if direct billed to AASFAA or placed on Visa Card.)
3. The cost of taxi/airport limousine at actual cost, including tip, if appropriate, to and from the meeting site, unless lesser cost transportation is provided through the hotel.

LODGING:

1. Actual cost not to exceed the single room rate at the location of the meeting. In terms of AASFAA Scholarships, if room sharing is required, no more than half of the single room rate at the location of the meeting will be reimbursed if recipient chooses not to room share.

MEALS:

1. Meal expenses are not generally covered for meeting travel. The only exceptions are for meals on travel dates to and from the meeting location when meals are not provided for at the meeting. Costs do not have limits however costs must be reasonable based on number in party and the area of travel.
2. Other meal expenses for the full committee, excluding guests or non-committee members, unless such persons take part in committee activities can be covered accordingly. List all persons included in the meal for which reimbursement is requested.

AUTO:

1. Auto rental requires the approval of the President or Treasurer prior to rental. The charges must be cost effective or beneficial to AASFAA.

MISC.:

1. Telephone charges, including internet access when necessary, relating to AASF AA business only.
2. Tips, other than for meals or beverages.
3. Self or Valet Parking, whichever is less, required during the meeting date(s).
4. Printing, facilities charges or other expenses required to conduct the business of the Association.

BUDGET COMMITTEE CODES

Board of Directors	1	Membership	9
Auto FNA	2	Membership Training	10
Awards and Scholarships	3	Newsletter	11
Awareness and Outreach	4	Nominations and Elections	12
Conference	5	Research and Development	13
Diversity	6	Site Selection	14
Fiscal Planning and Development	7	State and Federal Affairs	15
Information and Technology	8		

BUDGET EXPENSE SUB-ACCOUNT CODES

AV and Equipment Rental	A	Facility Rental (Room & Board)	F	Postage	K	Repair and Maintenance	P
Bank Charges	B	Legal & Professional Fees	G	Printing	L	Shipping & Delivery	Q
Commissions & Fees	C	Meals	H	Promotional Goods	M	Supplies	R
Dues & Subscriptions	D	Miscellaneous	I	Refunds	N	Telephone	S
Entertainment	E	Other Fees	J	Registration Fees	O	Travel	T