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REQUEST FOR REIMBURSEMENT

GUIDELINES

- **TRAVEL**
 - Should be by car or plane, based on which incurs the least cost.
 - Mileage is reimbursed at the rate of 50.5 cents per mile.
 - Use of rental cars/taxis is discouraged. Use hotel vans when available.
- **MEALS REIMBURSED AT THE RATE OF:**
 - Per Diem of \$45.00 per day
 - If less than that amount please claim amount spent.
- **LODGING (Other than board meetings)**
 - Reimbursed at state/commercial (lowest) rate.
 - Double occupancy is required when possible. Single occupancy will be reimbursed at one-half of actual costs.
- **RECEIPTS**
 - Must accompany all requests for reimbursement except for mileage and meals.
- **OFFICIAL MEETINGS**
 - Travel expenses and meals will be reimbursed according to the criteria outlined on this page for Executive Board members, Committee and Task Force chairs whose attendance is requested by the President or his-her designee.
- **AUTHORIZATION**
 - All committee and task force expenditures are required to have the authorization of the chair before reimbursement will be made.
- **SUBMISSION**
 - Submission of requests for reimbursement should be made monthly.*
 - Requests made more than 60 days after expense was incurred are subject to approval by Treasurer or Executive Director.

Please contact the CASP Office with your questions. Thank You!

*** Request for reimbursement of expenses incurred within 30 days of the close of the fiscal year (June 30) must be received in the CASP office on or before July 10.**

Name: _____ Date: _____

Budget Category / Committee: _____

Purpose of Expenditure: _____

Person authorizing expenditure: _____

Date	Expense	Amount	Office Use

For information contact CASP at (916) 444-1595.

TOTAL: \$ _____

Approved: _____
Check # _____
Date: _____

Policy 515

Reimbursement Requests

Expenses shall be reimbursed to committee chairs and officers for appropriate expenses incurred in the performance of authorized activities on behalf of the Association.

1. Travel by air or personal auto, whichever incurs the lower cost. Those traveling on Association business by air shall request the lowest available fare. Should a member, for personal reasons other than emergency, choose to change his/her flight plans, resulting in an additional charge, he or she is responsible for the added cost.
2. Requests for reimbursement shall conform to the limitations established by the board to include the following:
 - a. Auto travel to be reimbursed at 50.5 cents per mile.
 - b. A per diem of \$45.00 will be paid. If meals costs are lower, please claim the lower amount.
 - c. Lodging at the lowest commercial rate available, double occupancy if available.
 - d. Supplies and equipment not available through the Association office, but necessary to the performance of duties.
 - e. Mailing that cannot be done at the Association office.
 - f. Duplicating and copying that cannot be done at the Association office.
 - g. Parking fees.
 - h. Bridge tolls.
3. Committee members seeking reimbursement shall have obtained prior approval for the expenditure from the committee chairperson.
4. Association employees shall be reimbursed to an amount and manner established by the Executive Board through recommendation of the Personnel Committee and delineated in the employment agreement.
5. The vouchers will be submitted within sixty (60) days of the expenditure, except at the end of the fiscal year.
6. Expenses incurred within thirty (30) days of the close of the fiscal year shall be submitted by July 10.
7. Receipts must accompany all requests for reimbursement except for mileage and meals. Exceptions exceeding \$5 require the approval of the Treasurer.
8. Vouchers shall be submitted within the time frame previously established directly to the Association office.
9. Expenses submitted on approved voucher forms which are in conformance with the approved budget of the Association shall be reviewed and approved by the Accounting Manager and the Executive Director.
10. The Treasurer shall review the expense reimbursements of the Executive Director on a regular basis.
11. Original vouchers with appropriate documentation shall be maintained in the Association office.
12. Board members and invited chairpersons who attend the Executive Board meeting held at the annual convention who otherwise would not have been in attendance that day and whose lodging expenses for that evening are not being reimbursed may claim an amount up to \$50. This is to cover expenses that may be incurred because of board meeting attendance. No other expenses will be reimbursed for attendance at the annual convention.

Adopted 7/21/85
Amended 3/28/15