

## **POLICY 8:**

### **PAPPA Travel Reimbursement Policy**

Members shall be reimbursed using the following guidelines up to the maximum total amount available to the member through avenues such as Education Vouchers, Scholarship Awards, Committee Participation, etc.....

All transportation arrangements shall be made in the most economical and practical manner considering the total cost of travel.

#### **Transportation / Travel to the Event Hotel or Site**

- If driving:
  - Roundtrip mileage reimbursed at the then current IRS Rate.
  - Mileage shall be separately listed on the day the travel occurs.
  - Neither maps, nor detailed travel directions are required for reimbursement. The total miles driven that day shall be listed on the Travel Reimbursement Form. PAPPA reserves the right to validate mileage using websites such as Google Maps, Rand McNally, etc.
- If by air or train:
  - Round-trip mileage to the airport/station at the IRS Rate, plus parking; **or** roundtrip mileage to the airport/station at the IRS Rate if being dropped off/picked up - times two (2); **or** taxi/shuttle service to/from the airport/station.
  - Two (2) airline baggage fees per meeting/event – one (1) each way.
  - Taxi/shuttle service between the airport/station and the event hotel, if hotel does not provide such service.
  - Taxi/shuttle service between the event hotel and the event location, if required.
  - Reimbursement may be requested for airline/train tickets purchased in advance with the understanding that PAPPA will be reimbursed by the member in full in the event cancellation occurs.

#### **Meals & Incidentals Expenses**

Meal reimbursement requests, less any alcohol, may be submitted (with receipts) and shall include meals during the travel day prior to and the travel day following the event day(s). Reimbursement shall be limited to the maximum per meal allowance under the Federal GSA Per Diem Rate schedule for the location of the event.

Per Diem rates may be found at [GSA Per Diem Rate by Location](#). Search using the State or Zip Code to locate the rates for the city of travel. The daily total maximum Meals & Incidental Expenses (M&IE) amount will be listed in the far right column. A per meal breakdown of this maximum amount is then available at [GSA Per Diem Rate Breakdown](#). Locate the M&IE total in the left column and follow across the line for the Breakfast, Lunch, Dinner, Incidental Expenses and First & Last Day of Travel maximums.

Copies of both the Rate by Location and M&IE Breakdown pages shall be included with reimbursement requests.

Meal reimbursement is based on individual meals, not the per diem total. Any meals included in the cost of the event registration shall not be available for reimbursement.

Incidental expenses include fees and tips for porters, baggage handlers, hotel housekeeping staff and other personal service employees. These expenses are part of the "Meals and Incidental Expenses Reimbursement" rates provided by the IRS and shall not exceed \$5.00/day. Receipts are customarily not provided and therefore are not required for reimbursement.

### **Travel Reimbursement Form Submission**

Members shall submit a completed Travel Reimbursement Form to the PAPPА Treasurer within 14 calendar days of each event to allow PAPPА to maintain timely and accurate accounting of travel costs.

Reasonable travel expenses as outlined above incurred by the volunteer shall be reimbursed within 30 days of receipt of the reimbursement form, which shall include receipts for expenses when available.

Volunteers shall be reimbursed using the above guidelines up to the maximum total amount available to the volunteer through avenues such as Education Vouchers, Scholarship Awards, Committee Participation, etc.....

Travel advances other than for airline/train tickets as discussed above are not offered by PAPPА.

**By submitting a reimbursement request, the member certifies that they have not been reimbursed by their entity for any expenses listed on the PAPPА Travel Reimbursement Form.**