
TRAVEL EXPENSE CLAIM FORM

INSTRUCTIONS (Revised by Board: February 2014)

GENERAL This form is to be used by individuals traveling on ACSA business. In order to expedite your claim, please follow the steps below:

- 1) **Sign** the expense claim **after completing form** and **attaching itemized receipts**.
- 2) **Submit for approval** to the **committee chair/ council president** immediately after each trip.
- 3) **The chair/ president will then forward** the claim to ACSA's Business Office in Burlingame.
- 4) Out-of-state travel must be **approved in writing** in advance by the **Executive Director** **before** any out-of-pocket expenses will be reimbursed.
- 5) Prior to submitting, retain a copy for your records.

All expense claims should be submitted within **five working days** from the time incurred in order to be reimbursed on a timely basis.

RECEIPTS FOR ALL EXPENSES MUST BE ATTACHED TO THE EXPENSE VOUCHER

AIR TRAVEL Air Travel should be used only if it's the least expensive way to travel. It is most cost effective to book flight reservations early. Therefore, ACSA asks that you book your flight at least **one month in advance** in order to obtain the lowest fare. First class or business class seat selections on flights will not be reimbursed.

RENTAL Rental Cars should be utilized in cases where it's more economical than air travel or mileage reimbursement. Select the most economical vehicle available. Gasoline costs for rental cars only (vs. personal vehicle) will also be reimbursed.

MILEAGE Mileage will be reimbursed by the rate determined by ACSA and should not exceed the comparable air travel rate and/or cost of a rental car. Mileage will also be reimbursed to and from the airport if you do fly.

LODGING Lodging should be chosen at properties where special ACSA room rates have been established. **Reimbursement for overnight hotel accommodations is authorized only if the meeting is more than one day or if travel arrangements necessitate staying overnight and need to be approved in advance by the Council President and/or Staff Liaison.**

MEALS While traveling on ACSA business, **reasonable** expenses for meals will be reimbursed with a copy of receipts for each meal. Per IRS requirements, please note on the back of the receipt the names in your party and the business purpose of the meal.

OTHER For incidentals such as postage; bridge tolls and gratuities other than for meals, **receipts for \$25 or more are required**. An explanation must be provided on the expense report as to the nature of the expense.

THE FOLLOWING EXPENSES WILL NOT BE REIMBURSED:

- * Early Check-In for Flights and/or Hotel Rooms
- *First or Business Class Seat Selection on Flights
- *Limousine Service
- *Hotel Mini-Bar Items
- *Hotel Movie Rentals
- *Hotel Spa Services
- *Hotel Laundry Services
- *Any Personal Expenses