

TASFEE REIMBURSEMENT GUIDELINES

I. PRIOR APPROVAL:

All expenses not in an approved budget must be approved by the President in advance of the actual expense.

II. REIMBURSEMENT OF TRAVEL EXPENSES:

- A. Reimbursement of the cost for a TASFEE committee meeting when scheduled to coincide with a TASFEE Annual Meeting, or other official TASFEE meeting, will be limited to subsistence expenses incurred specifically for the committee meeting attendance, if the TASFEE committee member would have attended the scheduled meeting anyway.
- B. Each person who travels on an approved TASFEE project must submit a travel voucher form developed by the TASFEE Treasurer for reimbursement of the actual expenses (s)he incurred.
- C. Reimbursement of expenses for travel on behalf of TASFEE will be authorized by the President and Treasurer for internal control purposes before payment is made for reimbursement.

III. AMOUNT OF REIMBURSEMENT:

A. Transportation:

When traveling by air, individuals shall travel air coach except in those cases when scheduling difficulties or other considerations make first-class travel desirable or necessary. Air fare must be itemized on the expense voucher and documented by attaching the original ticket. If the use of a private car is authorized, reimbursement will be at the State of Texas reimbursement rate. Normally, this may not exceed the cost of air coach fare. In circumstances when use of a car is preferred for personal reasons, mileage shall be limited as above. Committee chairs will work closely with the President as well as individual committee members to utilize the most economical and feasible means of travel.

B. Lodging:

Lodging expenses must be itemized by the day of the expense on a travel voucher form and a hotel receipt attached. To the extent possible, the economy of room sharing is recommended. Lodging expenses will be limited to the actual hotel expenses and will not include such things as room service, movies, etc., which are considered personal. Long distance telephone charges will not be reimbursed unless the charges pertain to TASFEE business and documentation is provided and not to exceed \$5.00 per day.

C. Meals:

Only the actual costs of meals incurred by the claimant will be reimbursed up to a maximum of \$25 per day. The actual meal expenses must be itemized on the travel voucher and receipts for expenses above \$10 must be attached. When meals are furnished by or through TASFEE no other reimbursement will be made. Contact the Treasurer if planning out-of-state travel (out-of-state per diem listing would be the guideline).

D. Taxi or Bus Service:

Ground transportation to and from the meetings, lodging facilities, and airport will be approved provided these expenses are reasonable and were incurred in transportation to and from meetings, lodgings and the airport. Car rental expenses will not be reimbursed without obtaining written authorization from the President upon a recommendation of the committee chair that this expense is justified under the circumstances.

E. Other Expenses:

All other expenses shall be approved in advance by the President (or the Past President in the case of the President's travel) in writing and must be associated with TASFEE business or travel. When making travel arrangements, committee chairs will work closely with the President as well as individual committee members to utilize the most economical and feasible means of travel.

IV. DEADLINES FOR SUBMISSION:

In order to receive reimbursement for authorized expenses, the TASFEE Expense Voucher must be received by the Treasurer within thirty (30) days of the date of the expense but in no case later than the end of the applicable fiscal year (November thru October).