



REIMBURSEMENT GUIDELINES FOR TRAVEL AND NON TRAVEL EXPENSES

The purpose of this travel policy is to set forth a few common sense rules that will make travel as pleasant and productive as possible, while at the same time minimize ALSA's costs.

Each ALSA representative shall conduct ALSA business with integrity, in compliance with applicable laws, and in a manner which excludes consideration of personal advantage. Individuals will be reimbursed for all expenses that are necessary and actually incurred when traveling on authorized ALSA business.

ALSA travelers are expected to exercise good judgment, travel in a cost efficient manner, and keep within normal safety requirements. ALSA's intent is that the traveler should neither lose nor gain financially as a result of business travel on behalf of ALSA. All expenses must be within the approved Budget. If not, the expenses must be approved by the Board of Directors before reimbursement. **WHICHEVER AMOUNT IS THE LEAST EXPENSIVE BETWEEN AIR OR AUTO MUST BE PRESENTED FOR REIMBURSEMENT.**

AIR TRANSPORTATION:

Economy class (coach) is required for all flights. Reimbursement for upgraded airline tickets may be approved in the event economy class is not available and only higher accommodations are available, and the business schedule does not permit a delay to another flight. All tickets should be purchased far enough in advance to receive the lowest rate as possible.

Personal travel may be combined with business travel, provided the personal portion of travel is deducted from expenses to be reimbursed by ALSA.

AUTOMOBILE USE AND RENTALS:

Usually the use of a personal vehicle is not justified for business travel over 400 miles round trip unless:

1. Several ALSA representatives are traveling at ALSA's expense in one vehicle, or
2. The Vehicle is the least expensive means of transportation or is the only practical & necessary means of transportation.

ALSA will pay a set amount per mile (Per IRS current standards) plus tolls and parking for the business use of a personal vehicle. This mileage allowance will cover the cost of gas, oil, repairs, tires, maintenance, insurance, depreciation and all other operating expenses.

LODGING:

Hotel/Motel accommodations while on ALSA business will be reimburse at a cost that shall not exceed the single occupancy standard room rate, plus applicable taxes.

MEALS WHILE TRAVELING:

ALSA will reimburse the traveler for the reasonable and actual cost of meals (including tax and tip) while on ALSA business. The traveler should select restaurants which are reasonably priced for the locality, and a receipt is required for all meals. The maximum total for the day is \$40.00. You will not be reimbursed for alcohol.

BUSINESS MEALS AND ENTERTAINMENT:

ALSA will reimburse the reasonable cost of meals or entertainment which are incurred for specific ALSA business purposes and which meet IRS requirements. It is expected that individuals entertained are directly involved with the accomplishment of the business purpose. The primary purpose of the meal or entertainment shall be to further ALSA business.

A receipt is required for such expenses, along with a detailed explanation of business purpose, name and business relationship of each individual entertained, and the name and location of the entertainment facility.

EXPENSE REIMBURSEMENT PROCEDURE:

A detailed completed Expense Form with original copies of receipts for all reimbursable expenses attached should be forwarded promptly, following completion of travel, to the ALSA Office. The Internal Revenue Code requires the following information to substantiate meal, entertainment and travel expenses.

1. Amount of each expenditure must be individually specified.
2. Date of expenditure.
3. Name, address, and type of entertainment, such as dinner, tickets, etc. If such information is not apparent from the name of the facility.
4. Business purpose, including subjects discussed.

All amounts in excess of \$1,500.00 shall be submitted to the ALSA Board of Directors for approval, less than \$1,500.00 shall be approved and reimbursed by the Executive Secretary of the ALSA Office upon receipt.

GUIDELINES FOR REIMBURSEMENTS FOR ALL NON-TRAVEL EXPENSES:

All expenses must be within the approved Budget. If not, the expenses must be approved by the Board of Directors before reimbursement.

All Expenses must be detailed on an Expense Form. Comparison between Air and Auto Mileage must be included

All expenses must be accompanied by a receipt or a copy of a bill such as phone expenses.

ALSA office is located at 607 California Avenue, Pgh, PA 15202 Phone, 412.761.0211