



ATTACH RECEIPTS

MEMBER EXPENSE STATEMENT

Date and Location of Meeting

Name of Group/Committee Meeting/State Council Committee (Name of Staff Consultant)

Name \_\_\_\_\_ Please Print

Address \_\_\_\_\_ Street City Zip

Table with columns: DATE, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Total Each Line. Rows include Breakfast, Lunch, Dinner, Lodging, Shuttle, Airfare, Auto Mileage (\$), Parking, Portage, Duplication\*, Postage\*, Other\*\*, TOTAL Expenses, Less: Advance, # of Miles, Total Due \$.

\*Applies to State Council representatives who represent multiple chapters only.

\*\* Other: \_\_\_\_\_

ATTACH LODGING AND ITEMIZED MEAL RECEIPTS & TRANSPORTATION TICKET STUBS

APPROVALS
Dates Listed/Attendance Verified: (Consultant)
Dept. Approval

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Accounting Office Use Only

Vendor #

Vendor # input field

Acct. # Cost Cntr. Amount Description

Table with 3 rows for accounting entries, columns: Acct. #, Cost Cntr., Amount, Description.

## IMPORTANT

### Membership Expense Reimbursement Policy (See Standing Rule 1-7 for additional information)

1. **General Authorization.** The rules governing the control and necessary expenses of representatives to the State Council of Education, members of Association committees, commissions, panels and task forces, and other in-state travel of members on business of the Association are authorized by the Board of Directors as follows.

#### a. Travel

- (1) PLANE: Actual, most economical coach fare (with receipt), up to two checked bags (with receipt). Prior approval must be obtained from the CTA Secretary-Treasurer for reimbursement for more than two checked bags or oversized overweight bags, while traveling by air.
- (2) TRAIN OR BUS: Actual fare (with receipt).
- (3) AUTO:
  - (a) The standard business mileage rate (67 cents, effective January 1, 2024) as set by the Internal Revenue Service for transportation expenses. Mileage reimbursement cannot exceed the cost of coach plane fare.
  - (b) Mileage to and from the member's home airport at the rate (67 cents, effective January 1, 2024) as set by the Internal Revenue Service for transportation expenses.
- (4) AIRPORT SHUTTLE: CTA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other form of transportation is available.
- (5) PARKING: Actual costs of airport parking and hotel parking.

#### b. Lodging

- (1) Half the cost of a double-occupancy hotel room (with copy of actual hotel bill as receipt). Those wishing a single room must pay the difference except for extenuating circumstances which must be approved in advance. Circumstances may include but are not limited to physically challenged, other medical reasons, persons in groups consisting of twenty-five (25) or fewer persons requiring overnight lodging may be reimbursed for single-occupancy where not otherwise directed by the Board.
- (2) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
- (3) Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable.
- (4) A maximum of eight dollars (\$8.00) per day for portage is reimbursable.

#### c. Meals

Actual amounts paid including tax and tip, are not to exceed \$90.00 for any one day. Itemized receipts are required for all meals. A Missing Receipt Form must accompany the Member Expense Statement when an itemized meal receipt is not available. Extra meals required by auto travel are not reimbursable. There will be no reimbursement for meals when CTA already provides one.

2. **Reimbursement for Multiple Chapter State Council Representatives.** State Council representatives who represent multiple chapters shall be reimbursed reasonable cost for the following expenses: mileage and/or postage and duplication expenses, for attendance at chapter representative council or general membership meetings.

**Deadline for Filing Claims.** All claims must be filed within thirty days of the end of the month in which they are incurred. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim. Claims filed more than sixty days after the end of the month in which they are incurred shall require approval by the Board of Directors.