



Expense Reimbursement Report Officers, Board Members, Council and Committee Members

The instructions for this form can be found on the reverse side. Please complete the entire form. Please attach all receipts to your expense report as needed. For items greater than \$50, receipts are mandatory or the item will not be reimbursed. Submit one copy to the FLAGD office, and retain a copy for your records. A copy of the form will be sent back to you once the expenses have been approved.

Name _____ Date _____

Email Address _____ AGD # _____

Address _____ City _____ State _____ Zip _____

Name of Meeting _____ Beginning Date of Travel _____ End Date of Travel _____

Description of Item	Requested Amount	Approved Amount	Comments
1. Air fare, bus or rail (paid by traveler)			
2. Mileage (_____ miles X \$.50 per mile)			
3. Tolls			
4. Taxi/Shuttle			
5. Parking			
6. Hotel			
7. Per Diem (_____ days @ \$75 per day)			
8. Other (be specific)			
TOTALS			

The above expenses listed were incurred by me on behalf of the FLAGD.

Signature _____ Date _____

Approved by _____ Paid by check # _____
Treasurer

Instructions for FLAGD Travel Expense Voucher

Please complete the entire form. Please attach all receipts to your expense report. For items greater than \$50, receipts are mandatory or the item will not be reimbursed. Submit one copy to the FLAGD office, and retain one copy for your records. Please refer to the FLAGD Travel Policy for exact guidance on reimbursable items.

1. **Time Frame in submitting reimbursement**

Reimbursement for volunteers attending FLAGD and AGD related meetings will not be made unless documentation is provided within **90 days** of incurring the expenses.

A follow up notification will be made at **75 days**. If there are extenuating circumstances an appeal may be made to the Board of Directors.

2. **Per Diem**

The amount that will be paid per day for meals, tips, and other miscellaneous expenses (per diem) for official FLAGD funded business will be no more than \$75 per day. The maximum allowable number of days will be specified in the meeting notice.

3. **Hotel**

For functions in which there is an FLAGD or AGD contracted hotel, all funded travelers will be requested to stay at the contracted hotel. Travelers staying at other hotels will be reimbursed at an amount not to exceed the room cost of the contracted hotel. You will receive information on the approved hotel and rates prior to the meetings.

For functions in which there is not an FLAGD or AGD contracted hotel, travelers will be reimbursed at the flat rate or single room rate plus tax. If room rate exceeds \$200, you must receive approval in advance from the FLAGD President or Treasurer. If due to an extra guest in the room, the rate is more than the single room rate, the traveler will be responsible for the rate difference.

4. **Air, Bus, Rail**

Transportation expenses from your residence to the meeting location, not to exceed the cost of coach round trip airfare.

5. **Mileage**

The cost of transferring the member from his or her home to the local airport, bus, railroad station or meeting site and return will be reimbursed at the current IRS rate.

6. **Tolls**

The cost of tolls incurred while transferring the member from his or her home to the local airport, bus railroad station or meeting site and return.

7. **Taxi/Shuttle**

Travelers will be reimbursed for actual costs of round-trip travel from home/airport/hotel. The most economical method of transportation should be utilized. It is expected that airport shuttle services be used whenever possible. Limousine service will not be authorized unless it is less than or equal to taxi or shuttle transportation. Travelers wishing to utilize a limousine to and from the airport will only be reimbursed at the shuttle rate.

8. **Parking – Maximum \$20 per day**

Members driving to a meeting site or to an airport may be reimbursed for parking expenses.

9. **Other**

Please list expenses that do not fall into one of the above categories.

Non reimbursable items:

- Fitness center charges
- In-room movies or personal entertainment expenses
- Laundry
- Mini-bar charges
- Alcohol

For more specific information on the FLAGD Reimbursement Policy, please review the most current FLAGD Travel Policy