# AMTA-Georgia Chapter Reimbursement Policy 2017 – 2018

# Approved: May 15, 2017

It is recommended that each year the Chapter Board of Directors review their financial policy to assure it is within their budget. Where policy indicates there is a spending cap for reimbursements, they shall not exceed that cap, except by board approval.

# 1. Reimbursement procedure

1. Volunteers shall be reimbursed by filling out the *approved reimbursement form* completely and mailing or emailing it to the chapter treasurer no later than ***14 days*** after they incurred their expenses. They must include the original receipts, or scanned copies if they are submitting by email.
2. [Spreadsheet version](http://k.b5z.net/i/u/6080438/f/Reimbursement_Form.pdf). k.b5z.net/i/u/6080438/f/Reimbursement\_Form.pdf
3. PDF version.
4. Treasurer's email: treasurer@amtaga.org.

Treasurer's Address: Alicia Moon Chong, 1121 Halton Drive, Grovetown, GA 30813

2. **Mileage**

a. In compliance with federal tax law, *currently $0.535 per mile*.

b. Mileage per a Mapquest directional map will be allowed. Waivers may be made for

traffic accidents or construction that reroute traffic.

# 3. Board of Directors

a. Tolls

b. Other approved operating expenses as approved by the board of directors.

c. Any expenses over budget must be approved by the Chapter Board of Directors.

# 4. Chapter Meetings

1. Mileage for board of directors and approved volunteers. If mileage is over 30 miles, one way, and board members live within 15 miles of each other; they must drive together or split total reimbursement. Any circumstances that cannot be helped, which require separate vehicles to be driven, must be preapproved by board.
2. Administrative expenses, such as copies, paper.
3. Group meals (excludes alcohol) – ideally the President or Treasurer should use Chapter credit card to pay.

# 4. Chapter Meetings - continued

1. Hotel, *if over 25 miles from home*, except the following shall be reimbursed for the following: (Based on double occupancy. Chapter will pay half room for volunteer that does not want to room share; **only** if it does not force the payment of a full room for one person due to odd man out situation):
   1. Approved Event coordinators
   2. Approved presenters
   3. Approved BOD Members/Committee Chairs
2. Any expenses over budget must be approved by the Chapter Board of Directors.

# 5. Committee Chairs

1. Office supplies.
   1. All office supplies expenses over $50.00 must be approved by the Board of Directors.
2. Travel while performing chapter duties.
   1. Lodging – one night so they can attend BOD meeting and help with set-up
   2. Mileage
   3. Parking
   4. Tolls
3. Education Registration – up to two per year
4. Other approved operating expenses as approved by the board of directors.
5. Any expenses over budget must be approved by the Chapter Board of Directors.

6. **National Convention:** members approved by the Board of Directors to attend the AMTA National Convention shall be reimbursed as follows:

1. Approved national convention attendees shall be reimbursed as follows:
   1. *President:*  National Board of Directors Meeting through Saturday Dinner Dance.
   2. *Board of Directors:* Day before Chapter Leadership training through day after opening ceremonies. Check out of hotel on Friday morning. Meals included all day.
   3. *Delegates and one alternate delegates*: Chapter Leadership training through opening ceremonies. Check out of hotel on Thursday morning. Meals included all day.
   4. *Others:* as approved by the chapter board of directors. i.e. Meritorious Award recipient, Committee Chairs

6. **National Convention -- continued**

1. Transportation, as follows:
   1. Air fare or mileage up to $400 (will reimburse the price of the lowest airfare obtainable 3 weeks prior to event date as airfare will be more expensive inside of the 3-week period). Air fare reimbursement can go up to $600 if it is less expensive to fly out of cities closer to home address versus paying mileage and parking fees to get to major airports. Tolls, rental car fees, etc. are not included.
   2. Baggage fee – up to 1 bag within 50 lbs. each way
   3. Mileage to and from airport.
   4. Airport parking up to $10/day.
   5. Transportation to and from airport and hotel. Use preferred vendor recommended by National. Share ride with other members whenever possible.
   6. Hotel parking – does not include valet unless only option.
2. Hotel
   1. Including night before Chapter Leadership Training through Friday, for Board of Directors and Thursday for Delegates or Alternate Delegates (except President who is required to stay through Sunday morning to attend Saturday night Dinner Dance). Based on double occupancy. Chapter will pay half room for board member/delegate that does not want to room share; **only** if it does not force the payment of a full room for one person due to odd man out situation.
3. Meals, as follows:
4. No more than $55.00 per approved day for duration of event. Board will vote on increased amount for more expensive cities i.e. Chicago, Washington D.C., Pasadena, etc.
5. Convention registration **shall not** be paid by the chapter, **except** the Chapter will reimburse the portion of registration for:
   1. Saturday night dinner gala
   2. Exhibition Hall pass for those in official chapter capacity.
6. Other expenses may be approved by the Board of Directors.

# g. Not covered

i. Convention registration, except as stated in section 6e.

ii. Alcoholic beverages