



**NYSSCPA Committee and Board Member Travel Reimbursement Policy**  
*(with expense limitations on lodging and meals & incidentals as set by the Executive Committee under the Policy)*

All committee and board members are urged to devote the time necessary to perform the responsibilities associated with their committee appointments and board positions. It is, therefore, the practice of the Society to reimburse out-of-pocket costs associated with attendance at committee and board meetings in accordance with this policy. Members who avail themselves of this policy are requested to be mindful of the need to conserve costs related to Society activities and are, therefore, requested to hold the costs for which reimbursement is sought to a minimum.

a. **RECEIPTS AND DOCUMENTATION.** Committee and board members must submit a written request for [travel reimbursement](#). Such request must be supported by original receipts for individual expenditures in excess of \$25. In unusual circumstances or if original receipts are not available, copies of receipts will be accepted. Charges for air transportation must be supported by the passenger coupon portion of the ticket, or passenger receipt and itinerary when the passenger coupon is not available. Hotel charges must be supported by an itemized bill with evidence of payment. Expenses that are not properly documented under these guidelines will not be reimbursed.

b. **TRANSPORTATION COSTS.** Transportation costs will be reimbursed based on the following guidelines:

1. **AIR TRANSPORTATION.** Air transportation costs will be reimbursed if travel exceeds 140 miles **one way**, but only to the extent of lowest available coach fare. For example, a business class or first class ticket will not be reimbursed to the extent the cost exceeds coach fare. In addition to airline ticket costs, taxicab fare to and from the airport will be reimbursed as part of air transportation costs.

2. **GROUND TRANSPORTATION.** Ground transportation costs, such as coach rail, bus, mileage at the IRS standard mileage rate, parking and tolls, will be reimbursed if travel exceeds 150 miles **round trip**. Car rental costs will not be reimbursed to the extent they exceed the federal mileage rate.

Example: Assuming a member travels over 150 miles round trip for a committee meeting, the NYSSCPA will reimburse the cost of a bus or train ticket or, if the committee member uses a car, mileage at the federal mileage rate for the entire trip. If the member travels 150 miles or less, round trip to the meeting, there will be no reimbursement for ground transportation.

c. **LODGING COSTS.** Lodging costs will be reimbursed if travel exceeds 140 miles one way, subject to the following limitations:

1. Lodging costs will be reimbursed in full when a Society approved facility is used. For Manhattan for the 2008-2009 fiscal year, the approved facility is the Yale Club, 50 Vanderbilt Ave., NY, NY. Reservation information may be obtained through the Society - for committee members, by contacting Nereida Gomez, Manger, Committee Services, at (212) 719-8358 and for Board members, by contacting Pat Agard, Exec. Asst. to the Exec. Director, at (212) 719-8302. The Yale Club will bill the Society directly.

2. If the Society approved facility is not used, lodging costs (excluding taxes) will be reimbursed up to an amount set annually by the Executive Committee. For the 2009-2010 fiscal year that amount is \$300, excluding tax. Room, occupancy and other lodging taxes do not count toward the limit and are reimbursed in full.

If a member has two consecutive day's meetings but the travel distance is less than 140 miles, lodging costs may be reimbursed under the above guidelines and meals and incidentals may be reimbursed under the guidelines of paragraph (d.), if the member feels such expense is necessary.

If a member who qualifies for reimbursement of air transportation costs can demonstrate that a Saturday night stay-over resulted in air-fare savings that exceed the costs of lodging and meals and incidentals, then reimbursement for the extra day's costs will be reimbursed subject to the applicable limitations as described.

d. **MEALS AND INCIDENTALS.** If travel exceeds 140 miles one way, then meals and incidentals will be reimbursed up to a per diem amount set annually by the Executive Committee. The amount for 2009-2010 is the Gov't Services Administration's 2008 M&I rate for Manhattan of \$64.

e. **REIMBURSEMENT LIMITED TO OUT-OF-POCKET COSTS.** Only out-of-pocket costs will be reimbursed. Therefore, even though the NYSSCPA will reimburse full coach air fare (in accordance with the paragraph on air transportation above), if a member is able to obtain a lower fare, the reimbursement will be for that fare. If a ticket is obtained using frequent flyer miles, there will be no reimbursement in excess of the out-of-pocket costs associated with obtaining the ticket.

f. **PERSONAL OR BUSINESS EXPENSES.** The costs of personal or business expenses unrelated to direct Society business will not be reimbursed. These costs include, but are not limited to, telephone, valet service, laundry, entertainment, golf/tennis fees, movies, and mini-bars.

g. **TIME LIMIT.** Reimbursement requests must be received within six months of the meeting date or reimbursement will be denied.

~ Policy as approved by NYSSCPA Board of Directors on October 2, 2003 ~

~ Limitations on lodging and meals & incidentals as set by the Executive Committee on February 12, 2008 and May 15, 2008 ~

Table of Exp. Reimbursed vs. Distance Traveled	Distance		
	Expense	75 miles or less	Over 75 miles up to 140 mi.
Rail, Bus, Mileage, Tolls, Parking	No	Yes	Yes
Airfare	No	No	Yes
Cab fare to/from transportation hubs	No	Yes	Yes
Lodging	No 1,2	No 1,2	Yes 2
Meals and Incidentals	No 1,3	No 1,3	Yes 3

*1-Lodging, meals and incidentals allowable if there are "back-to-back" consecutive day's meetings. 2-Cost of Society approved facility reimbursed; otherwise there is a cap as set by the Exec. Committee. 3-Meals and Incidentals are capped at a per diem set by the Exec. Committee.*

~ Requests for reimbursement along with original receipts, tickets and other supporting documentation where necessary should be sent directly to:  
**For Committee Members, To:** Nereida Gomez, Sr. Mgr., Committee Services, NYSSCPA 3 Park Ave., 18th Fl., NY, NY 10016-5991  
**For Board and Executive, To:** Pat Agard, Exec. Asst. to Exec. Dir., NYSSCPA 3 Park Ave., 18th Fl., NY, NY 10016-5991