



Request for Reimbursement

Committee/Community Service 2024 – 2025

Name _____ Member # _____
 Committee/Community Name _____
 Date of Meeting _____
 Location of Meeting: Society Offices
 (check box) Other _____

Submission Instructions:
 Email the completed form and scans of receipts to **klazarus@nysscpa.org**
 Or mail the completed form to:
 Keith Lazarus
 NYSSCPA 200 Madison Ave., 11th Fl
 New York, NY 10016
► Please attach receipts or other substantiation for individual expenses over \$25

Reimbursable Expenses (SEE POLICY ON REVERSE SIDE)		Total Amounts
ITEM AND DESCRIPTION		
Transportation (indicate to _____ and from):		
Air Fare (basic economy/coach rate)	\$	
Rail (coach rate)		
Bus		
Cab		
Mileage: _____ mi. x IRS mileage rate (\$0.70 to 12/31/25)		
Other (explain):		
Total Transportation Costs		
Lodging Costs (the cost of lodging is limited to \$300 excluding tax. Room and occupancy taxes are reimbursed in full – see travel reimbursement policy on reverse side.)		
Lodging Incurred (not to exceed \$300 excluding tax, attach bill)	\$	
Room Taxes on lodging incurred		
Total Lodging Costs		
Meals & Incidentals (subject to limit of \$64 – see reimbursement policy on reverse side)		
Meals	\$	
Other (explain):		
Total Meals & Incidentals (not to exceed \$64, attach receipts for items over \$25)		\$
TOTAL REIMBURSEMENT REQUESTED _____		
Limits: Individual reimbursement requests are limited to \$800 in total per request and members are limited to a cumulative amount of approved reimbursement requests of \$4,000 per Society fiscal year (6/1-5/31). See part h. of the reimbursement policy on reverse side for details and exceptions.		
		\$

NOTE: ► Please attach **original** receipts or other substantiation for transportation and out-of-pocket expenses over \$25.
 ► Reimbursement requests **must be received within six months** of the meeting date or reimbursement will be denied.

Have my reimbursement check made payable and mailed to:
 Name _____
 (please print or type)
 Address _____

Member's Signature _____ Date _____

Office Use Only

NYSSCPA Statewide Committee, Community and Board Member Travel Reimbursement Policy

All statewide committee, community and board members are urged to devote the time necessary to perform the responsibilities associated with their committee/community appointments and board positions. It is, therefore, the practice of the Society to reimburse out-of-pocket costs associated with attendance at committee, community 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, community and board members must submit a written or online request for [travel reimbursement](#). Such request must be supported by receipts for individual expenditures in excess of \$25. Charges for air transportation must be supported by a boarding pass or the passenger ticket receipt, and the itinerary must be reflected. 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. Business class, first class, premium economy, extra space, etc. will not be reimbursed to the extent the cost exceeds basic coach economy fare. In addition to airline ticket costs, reasonable taxi fare or AirTrain tickets to and from the airport will be reimbursed as part of air transportation costs. Premium black car services are not considered “reasonable taxi fare.”

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**. Essentially, there is no ground transportation reimbursement where the point of origin is within a 75 mile radius of the Society offices. Car rental costs will not be reimbursed to the extent they exceed the federal mileage rate.

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

1. Lodging costs (excluding taxes) will be reimbursed up to an amount set by the Executive Committee. For the 2024-2025 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 by the Executive Committee. The amount for 2024-2025 is the Government 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. If, for example an airline ticket is obtained using frequent flyer miles, or lodging is obtained with loyalty rewards, there will be no reimbursement in excess of the out-of-pocket costs associated with obtaining the ticket or lodging.

f. **PERSONAL OR BUSINESS EXPENSES.** Costs of personal or business expenses unrelated to and unnecessary for Society business will not be reimbursed. These costs include, but are not limited to, telephone, Wi-Fi, laundry, entertainment, golf fees, movies, mini-bars, transportation to dining venues, concierge services, etc.

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

h. **TOTAL EXPENDITURE LIMITS – PER MEETING AND ANNUAL.** The maximum amount reimbursed for a single reimbursement request applicable to a single day’s meetings is limited to **\$800**. The cumulative amount of approved reimbursements to a member for travel to meetings within a given Society fiscal year (June 1 to May 31) is limited to **\$4,000**. For the reimbursement request that in total causes a member to exceed the cumulative annual limit, the member will be reimbursed for the partial amount of that request that, when added to cumulative reimbursements to date, equals \$4,000. Reimbursement requests will not be accepted after the \$4,000 fiscal year limit has been reached.

The limits described in (h.) may only be exceeded in reasonable and exceptional circumstances and will require advanced approval of the Society President or Treasurer.

The limits described in (h.) do not apply to members of the Board of Directors, the Executive Committee, the FAE Trustees, members of Operations Division Committees, and statewide committee/community chairs.

~ Policy as approved by the NYSSCPA Executive Committee on February 15, 2018. Effective June 1, 2018. ~

Table of Exp. Reimbursed vs. Distance Traveled	Distance		
	Expense	75 miles or less	Over 75 mi. 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 reimbursed up to the 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/Community Members, To: Keith Lazarus, Manager Communities, NYCPA 200 Madison Ave., 11th Fl., NY, NY 10016 klazarus@nysscpa.org
For Board and Executive, To: Rosemary Clarke, Exec. Asst. to Exec. Director, NYCPA 200 Madison Ave., 11th Fl., NY, NY 10016 rclarke@nysscpa.org