

**District Travel Reimbursement Request**

Completion Instructions

1. Reimbursement is based upon the CPTA Reimbursement Policy (copy on reverse)
2. Travel by air or auto unless other transportation is of equal or lesser cost. Check travel method.
3. Transportation between airport and hotel or other meeting location is to be done by:
  - a. Hotel courtesy shuttle when available
  - b. Super Shuttle, Uber, Lyft, etc.
  - c. Taxi (only when a and b are not available)
4. Expenses allowed for meals based upon the time of beginning and ending of travel from home or practice setting to meeting and return. If travel is extended for personal reasons, time is to be adjusted to the time that would have been applicable if travel was direct.
5. Clearly indicate any meals you purchase for another person authorized to be reimbursed for such expense.
6. Lodging is at rate arranged by CPTA or at lowest regular rate available.
7. All receipts must accompany the request. **You may fax or email the receipts in order to get reimbursed.** If receipts are not available, please provide an explanation otherwise your expense reimbursement may be denied.
8. **Requests for reimbursement must be received in the CPTA Office within 30 days after incurring authorized expenses.**
9. Complete information as fully as possible.
10. DO NOT place any figures in "For Office Use Only" space.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Purpose of Expenditure: \_\_\_\_\_  
 District Name: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Date	Travel	Shuttle/Taxi	Meals			Lodging	For Office Use
			Breakfast	Lunch	Dinner		
	<input type="checkbox"/> Air <input type="checkbox"/> Auto (72.5¢ per mile) <input type="checkbox"/> Other (explain)	<input type="checkbox"/> Shuttle <input type="checkbox"/> Taxi <input type="checkbox"/> Parking					
Miscellaneous (explain & attach documentation)							
For office use only:							<b>Total Reimbursement</b>

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ GL Code: \_\_\_\_\_

D. Reimbursement of Expense Incurred on Official Authorized CPTA Business

1. Travel is to be by the least expensive rate:

- a. Air Travel – Please use **advance purchase** airfare whenever possible. The CPTA will reimburse up to coach rates when such service is available and practical. Receipts are necessary. Ground transportation costs may be added. **Additional fees for flight changes may not be reimbursed.**
- b. Auto – Mileage shall be reimbursed at the current standard federal mileage rate. **The current rate is 72.5cents. A printed map must be included to verify distance travelled.** Fuel costs are included in the mileage expense. They will not be reimbursed separately. An exception is for a rental vehicle – then the cost of the rental car and gas will be reimbursed, not mileage.
- c. Other Transportation – Other modes of transportation may be used, but the maximum allowances shall not exceed the actual cost of same or the allowances for Air Travel provided.
- d. Travel receipts must be submitted with reimbursement requests.

2. Reasonable expenses for food and lodging are allowed.

- a. Lodging – Standard single room rate. Lodging receipts must be submitted with reimbursement request.
- b. Food – (including sales tax and tip)
  - (1) Breakfast – \$19.00
  - (2) Lunch – \$26.00
  - (3) Dinner – \$43.00
- c. **Food allowances may be cumulative, up to \$88.00.** Deduction(s) from the cumulative amount shall be made for CPTA-provided meals.
- d. Food allowance reimbursement requests shall not be accepted as follows:
  - (1) Breakfast – trips beginning after 7:00 AM or ending before 8:00 AM
  - (2) Lunch – trips beginning after 12:30 PM or ending before 1:00 PM
  - (3) Dinner – trips beginning after 6:00 PM or ending before 7:00 PM

3. Reimbursement shall be based upon the information provided on the Expense Reimbursement Request.

- a. **Requests for reimbursement, with appropriate receipts and explanations, must be received in the CPTA Executive Office within 30 days after incurring authorized expenses. Requests received after 30 days shall be denied.** Any expense incurred in the month of December must be received in the CPTA Executive Office no later than December 31. Requests received after these noted deadlines shall be reimbursed only upon appeal to and authorization by the President.
- b. Requests for reimbursement of amounts in excess of this policy may be paid, but only upon approval from the Chapter President and upon justification of the excess charges and submission of original receipts.
- c. The President may authorize, upon appeal, reimbursement in full or in part, authorize reimbursement for some expenses in full or part, or deny reimbursement for some or all expenses.
- d. Appeals from the President relative to the provisions of D, 3, a and b above shall be considered by the Finance Officer using the provisions of D, 3, c.

Updated: 1/26

**Please e-mail the completed form with receipts to your District Secretary/Treasurer for approval. Thank you!**