

FLORIDA PHARMACY ASSOCIATION STATEMENT OF EXPENSES

Please complete and mail to:
Florida Pharmacy Association
610 North Adams Street
Tallahassee, FL 32301

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
SOCIAL SECURITY NUMBER: _____ Phone : (____) _____

EVENT OR PURPOSE OF TRAVEL: _____
DATE(S): _____ TRANSPORTATION: AIR AUTO
TRIP ROUTE: (FROM-TO, ETC.): _____

| | MEMBERS & <input type="checkbox"/> OFFICERS |
|-------------------------------|--|
| TRAVEL: | |
| AIR TICKET | \$ _____ * |
| AUTO EXPENSE | \$ _____ |
| # of miles round trip = _____ | (@ \$0.43.5/mile) |
| LODGING: | \$ _____ ** |
| TOTAL | \$ _____ |

(Signature) *I certify that the above information is accurate and correct.* (Date)

POLICY: Receipts must be attached for all expenses.
* The most economical airfare (14 day in advance) should be obtained.
** Reimbursement for lodging will be for a **maximum** of 1/2 daily room rate.
*** Statement of expenses should be submitted no more than 60 days following an authorized expenditure.

FOR OFFICE USE ONLY:
 EXPENSES Accounting Code _____ \$ _____
TOTAL AMOUNT FOR REIMBURSEMENT \$ _____

APPROVED BY: _____

OPTIONAL: Please credit my reimbursement to:

The FPA Foundation

Revised 01/01/2019

TRAVEL REIMBURSEMENT POLICY OFFICERS & COMMITTEE MEMBERS

| | Board of Directors .Mtg | Reg. Council Cmte. Mtg. | FPA Annual Meeting | APHA/NCPA Annual Mtg. | NCPA/Legis. Conference | President's Commt. Mtg. | Other Assn. Business |
|---|---|---|---|--|---|--|---|
| President | daily room rate; airfare or mileage*; meals up to \$50/day | daily room rate; airfare or mileage; meals up to \$50/day | Complimentary regist., room, & up to \$50/day for meals (Includes spouse) | Room; airfare or mileage; meals up to \$50/day | Room; airfare or mileage; meals up to \$50/day | room; airfare or mileage; meals up to \$50/day | room; airfare or mileage; meals up to \$50/day. See Footnote #3 |
| President -Elect | ½ daily room rate; airfare or mileage | ½ daily room rate; airfare or mileage | Complimentary room and registration (Includes Spouse) | Room; airfare or mileage; meals up to \$50/day | ½ daily room rate; airfare or mileage; meals up to \$50/day | 1/2 daily room rate; airfare or mileage | Room; airfare or mileage; meals up to \$50/day |
| Treasurer, Speaker, and Vice Speaker | ½ daily room rate; airfare or mileage | ½ daily room rate; airfare or mileage | Complimentary room and registration (Includes Spouse) | | | 1/2 daily room rate; airfare or mileage | 1/2 daily room rate; airfare or mileage |
| FPA Board of Directors Chair | ½ daily room rate; airfare or mileage; up to \$50/day for meals | ½ daily room rate; airfare or mileage | Complimentary room and registration (Includes Spouse) | | | 1/2 daily room rate; airfare or mileage | 1/2 daily room rate; airfare or mileage |
| Council/Cmte. Members | | ½ daily room rate; airfare or mileage | | | | | 1/2 daily room rate; airfare or mileage |
| FPA Board of Directors Members | ½ daily room rate; airfare or mileage | | | | | | 1/2 daily room rate; airfare or mileage |
| FSHP President | ½ daily room rate; airfare or mileage | | Complimentary registration (Includes spouse) | | | | |
| Conference Speakers | <p>Conference Speaker Expense Reimbursement Guidelines: Room for the night before or after a conference presentation, airfare, mileage and reasonable meal expenses (alcohol not included) for the 24 hour period surrounding the day of the presentation. Exceptions must be approved by the EVP</p> <p>Honorarium Policy (if applicable): \$300 for first hour and \$100 for every ½ hour afterwards. \$100 for 1 hour or \$150 for 1.5 hour service on a panel. Exceptions must be approved by the EVP</p> | | | | | | |

GENERAL INFORMATION:

- 1) For meal allowances a cap of \$50/day with receipts.
- 2) All airline tickets must be purchased at a 14 day advance purchase (or better) price. If a ticket is purchased after the 14 day cut-off, only the amount of the 14 day advance purchase price will be reimbursed by the FPA. Effective 4/95: Persons traveling within a 250-mile radius should drive unless flying would be less expensive. Mileage reimbursement is 75% the IRS rate published at the close of the previous year. (The current rate is \$0.43.5/mile for officers, members and speakers, effective 01/01/2019 as approved by the Board of Directors 8/26/2018).
- 3) Policy amended 5/90 to pay for travel; room; meals; registration for president to attend Southeastern Gatherin'.
- 4) Policy for room reimbursement is not to exceed ½ daily-negotiated room rates effective 11/8/2009.
- 5) All expenses must be submitted on standard expense forms, with receipts where applicable. You must attach them to the statement.
- 6) Policy amended 3/25/2012 to pay for travel as "other business" for FPA officers to participate in legislative day activities.

Revised and approved by the Board of Directors 08/26/2018