

**(Volunteer) Travel Expense Report
National Association of Social Workers California Chapter**

Name _____ Address _____

City, State, Zip _____

Name of Meeting _____ Place and Date _____

Travel Time From Home or Office & Return:

Departure Date _____ AM _____ PM _____

Arrival Date _____ AM _____ PM _____ **Total Days** _____

RECEIPTS ARE REQUIRED. Reimbursement requests must be submitted to the Chapter within forty-five days of the date that costs were incurred.

Expenses:	Reimbursement Requested:	OFFICE USE ONLY
Transportation:		
Air Fare	\$ _____	\$ _____
Bus/Shuttle/Other	\$ _____	\$ _____
Private Auto: Miles: _____		
@ federal rate per mile: _____	\$ _____	\$ _____

Per Diem, if overnight stay is required (federal rate) Less cost of meals provided by NASW.

Total Days _____ Total Per Diem	\$ _____		
Lodging (attach receipts)	\$ _____		
Food	\$ _____		
Meals provided minus	\$ _____		
Total Net Reimbursement	\$ _____	\$ _____	\$ _____
Other (Please specify)	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

Signature _____ Date _____

SUBMIT REPORT TO: National Association of Social Workers, Inc., California Chapter, 1016 23rd Street, Sacramento, CA 95816

Attn: Accounting

FOR OFFICE USE ONLY:

Approved by: _____ Date Approved: _____ Charged to: _____ Budget Code: _____

Any expense not reimbursed may be tax deductible as a business expense. (See "Records for Tax Purposes," (j), on reverse side.) For your records, please complete the following:

I waive reimbursement of the following items on this expense report and request a copy of the report for my records.

Expenses: _____

Total: \$ _____

Member's Signature: _____

Reimbursement Policy for Membership (Volunteer) Expenses Revised June 2011

The Chapter will reimburse members for travel in accordance with the following guidelines and the fiscal limitations imposed by the annual budget and board policy.

- A.** Requests for reimbursements must be submitted to the Executive Director on an appropriate form developed by the chapter, accompanied by actual receipts and signed by the requesting member. Reimbursement requests must be received by the Executive Director **within forty-five days of the actual expenditure**. No expenses are reimbursed after 45-days.
- B. Only those travel expenses** stipulated herein and incurred by a member on official chapter business are reimbursable. Official chapter business means attendance at regularly scheduled board meetings and meetings of official statewide chapter units and committees by duly elected or appointed members of such entities.
- C.** When chapter business is combined with other professional or private business, only that portion of expense related to chapter business is reimbursable. Reimbursement of expenses incurred by Regions and Councils are subject to policies adopted by Regional and Council Executive Committees, not inconsistent with chapter policy.
- D.** Ground transportation expenses (including parking) to the airport of departure are reimbursable at the most reasonable rate available. Ground transportation from the airport of arrival to the designated meeting place and back are reimbursable at actual cost or the regular cost of available public ground transportation, whichever is lower.
- E. Airfare:** The actual cost of economy class airfare is reimbursable based on a 21 day advance. The maximum reimbursement for air travel on Chapter business from hub airport to hub airport (airports in California: LAX, OAK, SFO, SMF, ONT, BUR, SNA, SJC, SAN) is the lowest available fare 21 days before departure exceptions will be made if there are mitigating circumstances).
- F. Private Auto:** The actual mileage is reimbursable at the current federal rate. If any private auto expense exceeds the economy class airfare amount the lower airfare equivalent will be reimbursed.
- G. Other Commercial Carriers,** (bus, train, etc.), used by members will be reimbursed at the actual ticket rate or computed at current federal rate, whichever is lower.
- H. Hotel, Meals, and all other incidental expenses** incurred on chapter business are reimbursable only as "Per Diem Expenses." Per Diem Expenses are reimbursable **only when overnight accommodations are required to accomplish chapter business**. If you are asked to share a room to reduce travel costs to the Chapter and you decide to get a private room you may only be reimbursed at what the lower shared room rate would have been per person.
- I.** Per Diem Expenses shall be limited to the actual costs incurred or the federal rate for that locality for each 24 hour period, whichever is lower.
- J. Actual receipts are required** for all Per Diem Expense reimbursements. Per Diem Expenses will not be made when overnight accommodations are merely for member convenience rather than actual necessity, as determined by the Treasurer and the Executive Director.
- K.** In special circumstances, to prevent hardship, travel advances can be made when authorized by the Executive Director. The Executive Director may make reasonable exceptions to these travel policies when special circumstances so warrant.
- L.** The chapter will provide verification of non-reimbursed expenses incurred in the course of official chapter business when such is requested for tax purposes.