

**EXPENSE REIMBURSEMENT INSTRUCTIONS/GUIDELINES**  
**From 2009-10 Standing Rules of Finance, as Adopted May 1, 2009**

**TRANSPORTATION ALLOWANCE:**

1. Economy plane fare. Tickets must be purchased a minimum of two weeks prior to the flight. Exceptions require the authorization of the Treasurer, the VP of Operations & Finance and the President. A copy of the airline receipt **must** be attached to the reimbursement form. All travel reimbursement is based on the most economical means of transportation and not more than coach fares. Discount fees are expected whenever advance planning is possible. Travel between L.A. and Northern California is expected to be at the cheapest method; auto versus flying. Any exceptions must be justified in writing, and authorization of reimbursement for higher fees will be made after evaluation of the facts.
2. Private plane will be paid at the rate of commercial plane. The CMAA assumes no responsibility or liability for anyone using a private plane.
3. Car expenses @ \$ .43 per mile will be paid to the driver. If two or more persons eligible for payment travel together, only the driver may collect the mileage amount.
4. Transportation between the airport and the meeting i.e. shuttle or taxi, will be reimbursed at a rate not to exceed a roundtrip fare of the local shuttle service. Travel to and from the airport, if the round-trip exceeds 50 miles, will be reimbursed @ \$.43 per mile.
5. When driving and/or flying, parking fees, not to include the valet surcharge, and bridge tolls will be reimbursed.
6. All travel bills with receipts must be submitted to the Treasurer within 30 days. Special authorization forms from President, President-Elect, and President-Elect Designate should be submitted bi-monthly, or more often as needed.

**FALL LEADERSHIP CONFERENCE /ANNUAL SESSION (CMAA Leaders):**

One round-trip transportation shall be available for elected and appointed members of the CMAA State Board and CMAA council members. **ATTENDANCE AT ALL MEETINGS IS MANDATORY** in order to receive reimbursement, unless cleared in advance by the state President.

**FALL LEADERSHIP CONFERENCE/ANNUAL SESSION  
(County/District Leaders):**

The C/D president or the person designated to represent the county/district and the president- elect will be reimbursed travel. If the C/D has co-presidents, and/or co-presidents-elect, a maximum of two will be eligible for reimbursement. In addition, one other person may attend, as designated by each county/district president. **ATTENDANCE AT ALL MEETINGS IS MANDATORY** in order to receive reimbursement, unless cleared in advance by the state President.

**WINTER BOARD:**

One round-trip transportation to the Winter Board meeting shall be paid to elected and appointed members of the Board and CMAA council members. Count/district presidents and presidents-elect will be reimbursed for travel. **ATTENDANCE AT ALL MEETINGS IS MANDATORY**.

**BOARD RETREAT:**

One round trip transportation to the Executive Board retreat meeting shall be paid to the Executive Board members and others authorized by the President.

**PRIOR APPROVAL FOR TRAVEL:**

Travel for members of the State Board of Directors must have **prior** approval of the state President except to any officially scheduled State Board meeting.