



ATTACH RECEIPTS

VESPA MEMBER EXPENSE STATEMENT

Date and Location of Meeting _____

Name of Group/Committee Meeting/State Council Committee (Name of Staff Consultant) _____

Name _____
Please Print

Address _____
Street City Zip

DATE	Sund ay /	Mon day /	Tuesd ay /	Wednesd ay /	Thursd ay /	Frid ay /	Saturd ay /	Total Each Line
Breakfast	\$	\$	\$	\$	\$	\$	\$	\$
Lunch								
Dinner								
Lodging								
Shuttle / Taxi								
Auto Mileage (\$)								
Parking								
Housekeeping								
Baggage								
Postage*								
Other**								
TOTAL Expenses								
Less: Advance								
# of Miles								Total Due \$

Member's Signature	Date

IMPORTANT

Membership Expense Reimbursement Policy (See Standing Rule 5 for additional information)

1. **General Authorization.** The rules governing the control and necessary expenses of representatives to the State Council of Education, members of Association committees, commissions, panels and task forces, and other in-state travel of members on the business of the Association are authorized by the Board of Directors as follows.

a. Travel

- (1) TRAIN OR BUS: Actual fare (with receipt).
- (2) AUTO:
 - (a) The standard business mile rate (54.5 cents, effective January 1, 2018) as set by the Internal Revenue Service for transportation expenses.
 - (b) Mileage to and from the member's home airport at the rate (54.5 cents, effective January 1, 2018) as set by the Internal Revenue Service for transportation expenses.
- (3) AIRPORT SHUTTLE: VESPA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other form of transportation is available.
- (4) PARKING: Actual costs of airport parking and hotel parking.
- (5) VESPA will reimburse 1 standard weight bag.

b. Lodging

- (1) Half the cost of a double-occupancy hotel room (with a copy of actual hotel bill as a receipt). Those wishing a single room must pay the difference except for extenuating circumstances which must be approved in advance. Circumstances may include but are not limited to physically challenged, other medical reasons, persons in groups consisting of twenty-five (25) or fewer persons requiring overnight lodging may be reimbursed for single-occupancy where not otherwise directed by the Board.
- (2) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
- (3) Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable.
- (4) A maximum of seven dollars (\$7.00) per day for portage is reimbursable.

c. Meals

- (1) Reimbursement for a meal is not allowed when a meal is provided by VESPA/CTA/NEA.
- (2) Actual amounts paid including tax and tip, not to exceed \$80.00 total for any one day will apply (no more than \$40 per meal)
- (3) Itemized receipts are required for all meal reimbursement.
- (4) Meals are defined as breakfast, lunch, and dinner (includes beverage, dessert, tax, and tip)
- (5) Maximum tip reimbursable is 18%

d. Cancellation Policy

- (1) Once a member has given confirmation (via contact/email) to attend an association function, VESPA assumes no financial responsibility should member cancel beyond the deadline.

Deadline for Filing Claims. All claims must be filed within thirty days of the end of the month in which they are incurred. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim. Claims filed more than sixty days after the end of the month in which they are incurred shall require approval by the Executive Officers.