**GUIDELINES FOR REIMBURSEMENT FOR EXPENSES**

**Section 1 Covered Expenditures**

Officers and Program Committee Members will be reimbursed for limited expenses that are not covered by their districts/employers. The items and amount of reimbursement will be as follows:

1. All expenses for program committee meetings **up to a maximum of two meetings**, utilizing the fee structures found in Section 2 of this section and which are not covered by their districts or employers.

**Section 2 Fee Reimbursement Structure**

Officers and Program Committee Members should first try to pay for their expenses utilizing any district/employer funds that they may have available. If no district/employer funds are available or are limited, the Officers and Program Committee Members will be reimbursed utilizing the fee structure that follows:

1. No expenses will be paid for meetings connected with conference dates without prior approval by the President.
2. Hotels for non-conference meetings—in accordance with the State of Texas reimbursement policies, for the nights that they must be at the meeting site; whenever possible members should try to arrive the morning of the meeting and leave the same day.
3. Airplane tickets for non-conference meetings—21 day advance rate unless approved by the President or at a rate that would be less than the 21 day rate.
4. Rental Car/Shuttle/Taxi for non-conference meetings—the organization will pay for whichever is the least costly, unless approved by the President; if the hotel provides free shuttle service, it should be utilized.
5. Parking for non-conference meetings---the organization will pay the actual cost of parking for the number of days the member is at the meeting; the organization does not pay for valet parking without prior approval of the President.
6. Mileage for non-conference meetings---the organization will pay mileage at the current rate approved by federal guidelines; mileage will be paid to the airport and/or to the meeting site if mileage is the cheaper of the costs.
7. Meal Per Diem rates for non-conference meetings---based on district/employer per diem rates, not to exceed state allowable rates, or actual receipts, whichever is the least expensive.