

## **Travel and Expense**

1. It shall be the policy of the Keystone State Reading Association to reimburse individuals authorized to travel by the Association from home to site of meeting or other official activity. Private auto travel will be reimbursed at the federal non-profit reimbursement rate. Individuals are encouraged to consider choosing to deduct travel expenses from their income taxes in lieu of reimbursement when feasible.

2. It will be the policy of the Association to reimburse expenses for the following:

a. Executive Committee members will be reimbursed for transportation (mileage, parking, and/or tolls) and hotel accommodations (double room rate) for each regularly scheduled meeting of the Executive Committee, other than one held at the annual conference. (See #4 below.)

b. Local and special interest council presidents (or their designees), one governmental relations representative, and such other local council representatives as deemed appropriate by the KSRA Board of Directors will be reimbursed for transportation (one car per council to include mileage, parking, and/or tolls) and hotel accommodations (double room rate) for each regularly scheduled meeting of the KSRA Board of Directors.

c. Standing and ad hoc committee chairs will be reimbursed for transportation (mileage, parking, and/or tolls) and hotel accommodations (double room rate) for each Executive Committee and/or Board of Directors meeting at which their attendance is expected.

d. If a single room is requested, the difference between the single and double occupancy rate is the responsibility of the individual requesting the single room.

e. If, after a room reservation has been made, a situation occurs to prevent the individual from attending, the room must be canceled in accordance with hotel policy or the cost of the unoccupied room and unclaimed lunch will be the responsibility of the individual or council. Exemption may be granted by the KSRA Executive Committee for extenuating circumstances.

f. Guests accompanying KSRA reimbursed members (including other non-reimbursed council representatives) will be responsible for paying their own accommodations (one-half double room rate) and meals.

g. KSRA Executive Committee members may be reimbursed for transportation (mileage, parking, and/or tolls), hotel accommodations, and meals for official visits to local council meetings.

h. KSRA Executive Committee members will be reimbursed for transportation (mileage, parking, and/or tolls) and provided hotel accommodations (double room rate) for the annual KSRA Leadership Workshop. Local council officers will be reimbursed for transportation (mileage, parking, and/or tolls) for up to two cars, and provided hotel accommodations (double room rate) for up to four officers for the annual KSRA Leadership Workshop, provided one of the officers is the council's governmental relations committee representative. Newly formed councils may be reimbursed for up to 5 officers for the first two years. Councils may send additional officers at the council's expense.

i. KSRA officers, as approved by the Executive Committee, may be reimbursed for travel, hotel accommodations, and meals at IRA Leadership Workshops.

j. Transportation (mileage, parking, and/or tolls), lunch, and lodging (if necessary) with no honorarium will be made for Awareness Session Speakers at the Board of Directors Meetings.

k. The KSRA president and IRA Coordinator will be reimbursed for travel, hotel accommodations, and regular conference registration at the annual IRA Convention. Other representatives, as approved by the KSRA Executive Committee, shall be reimbursed up to \$750 or 50% of expenses, whichever is greater. Officers are encouraged to seek funding support from their employer.

New l. Others may be reimbursed transportation and hotel accommodations for attendance at meetings at the discretion of the KSRA President who shall inform the Executive Committee of such actions.

New m. People are encouraged to consider deducting expenses from their individual federal tax returns in lieu of reimbursement when personally feasible.

3. Reports of expenses should be submitted to the KSRA Treasurer on forms provided within 30 days of the conclusion of the activity.

4. No reimbursement is made for transportation, hotel accommodations, or meals at the

annual state conference, with the exception of the KSRA president and the IRA Coordinator who may receive complimentary registration and hotel accommodations. Others may receive complimentary registration and hotel accommodations as per Conference Advisory Committee policy. Officers are encouraged to seek funding support from their employer.

Approved 6/2013