

Travel Expense Reimbursement Policy

It is the policy of CAJPA to reimburse the Board of Directors and committee members for actual expenses incurred while attending Board of Directors meetings, including Planning Sessions, assigned committee meetings and other authorized events such as conferences. However, CAJPA has always been a volunteer driven organization. To that end, most member JPA's recognize and authorize expenses incurred by their representatives while participating in CAJPA activities as legitimate and reimbursable JPA expenses incurred in support of CAJPA. CAJPA encourages individuals serving as Board or committee members to seek reimbursement for CAJPA related travel expenses from their member JPA's if such resources are available.

It is the policy of the Association that Directors and committee members should make a conscientious effort to keep costs down. Directors and committee members are reimbursed for expenses based on lowest reasonable costs for transportation, lodging and food incurred while traveling to and from Board meetings. Committee meetings, or other required appearances.

Reimbursement criteria are as follows:

Rates of reimbursement: Reimbursement rates for travel, meals and other reasonable and necessary travel expenses shall coincide with the rates set by the Internal Revenue Service in the IRS Publication No. 463 or its successor publications.

1. If lodging is in connection with the conference, seminar, or other organized educational activity, such reimbursable lodging costs shall not exceed the maximum rate published by the activity sponsor. If the published group rate is unavailable, directors and committee members shall be reimbursed for comparable lodging at either the government rate offered by the lodging provider, or the IRS rate, whichever is less.
2. If government or group rates are offered by the provider of transportation, those rates shall be used for reimbursement when available.

Travel: The most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time efficient route. Based on round-trip coach fare or Federal GSA mileage rate, whichever is less and/or more expedient, plus parking, bridge tolls, taxi fare and/or car rental.

Lodging: Lodging expenses are only reimbursed when travel on Association business reasonably requires an overnight stay. Lodging shall be on the basis of the actual, reasonable, costs within the local area. Reimbursement shall not exceed the single occupancy rate. All reasonable attempts shall be made to use discount rates, the prevailing government rate, or the IRS per diem rates for lodging, whichever is less.

Meals: Meal expenses and associated gratuity should be moderate, taking into account community standards and the prevailing restaurant cost of the area. (Reimbursement will only be on the basis of actual expenditures with receipts including gratuities.)

Miscellaneous: Supplies, telephone and other expenses directly attributable to CAJPA activities will be reimbursed with appropriate receipts.

Unauthorized Expenses: Examples of personal expenses that the Association will not reimburse include but are not limited to the following: (1) the personal portion of any trip; (2) family expenses, including a spouse's expenses when accompanying a Board or committee member on Association related business; (3) entertainment expenses including theatre, movies, sporting events, cultural events, and alcoholic beverages.

Requests for Reimbursement: Requests for reimbursement must be made using a CAJPA-provided "Expense Reimbursement Request Form" with receipts attached for all expenses claimed within thirty (30) days of the date expenses were incurred. If expense reports are received after that date, the Director or committee members is not eligible to receive reimbursement. If receipts are not provided, reimbursement will not be made for that part of the claim.

All reimbursement requests shall be reviewed and approved by the Treasurer based on the above criteria. The non-approval of a Director or committee member's expense by the Treasurer is subject to override by a majority vote of the Board of Directors at a regular Board meeting.

Reimbursements shall be mailed by CAJPA within 30 days of the receipt date of the original request.