



Travel Expense Policy

This policy applies to all Sunshine District members who incur travel related expenses while conducting official business for the Sunshine District, or any of its Committees or Events.

Automobile Travel – Automobile mileage and tolls are covered. Lodging and meals enroute are covered when necessitated by distance and time of day. The current mileage rate is **.30 cents / mile**.

Airline Travel – Airline travel must be **pre-approved** by the District President. Once approval is obtained, travel arrangements should be made through Sharon at Valhalla Travel at **800-265-0459**. The cost is billed directly to the District.

Meetings and Events

Board and House of Delegates Meetings – Round trip travel, one night lodging and 2 meals.

Committee Meetings and other one day Events – Round trip travel and 2 meals.

Conventions & other multiple day Events – Round trip travel. The Director of Events will identify those committee members who will receive lodging, parking and meals, subject to pre-approval by the District President.

Lodging and Meals

Lodging is reimbursed at the standard room rate at a moderately priced facility. Meals are expected to be in the range of **Breakfast \$10 – Lunch \$10 – Dinner \$20**, excluding tip. Individual District members dining together should request separate checks.

Receipts are required for lodging, meals, and other incidental expenses.

Entertaining – Members entertaining guests or clients on District business should list, on the District Expense Report, the name(s) of the person(s) participating and the purpose of the meeting. These expense reports must be signed by a Director and the President.

Reimbursement Process

The District Expense Report Form is used to submit travel expenses and any other authorized expenses incurred while conducting District business. You have 30-days from the time that expenses are incurred to request reimbursement. The completed form and receipts are printed/scanned and e-mailed by the member as follows for approval:

<u>Member</u>	<u>Approval</u>	<u>Approval</u>	<u>Approval</u>	<u>Send To</u>
Committee Member	Committee Chair	Director	Exec VP	Treasurer
Committee Chairman	Director		Exec VP	Treasurer
Directors	Exec VP			Treasurer
President				Treasurer