

## (SR-15) STANDING RULE 15 - REIMBURSEMENT OF EXPENSES

### A. Philosophy

It shall be the philosophy of the Association that no member, within budgetary limitations, shall be expected to spend individual monies in the performance of Association-related responsibilities.

### B. Individual Expense Accounts

There shall be established in each Association budget an individual expense account for the Association President and Executive Director. These individual expense accounts shall be established annually in an amount to be submitted by the Board of Directors and approved by the Representative Council as part of the adoption process for the Annual Budget.

### C. Transportation

1. Plane: Actual coach fare (tourist, single class) unless coach service is not available, or circumstances compel use of first class accommodations.
2. Train or bus: Actual fare; railroad fare may include lower berth, roomette, or equivalent.
3. Auto: Current IRS rate per mile round trip by shortest highway route, except that round trips over 400 miles will not be reimbursable over the amount of round trip plane fare.
4. Actual cost of necessary transportation, including buses, taxis, tips, and parking fees.

### D. Lodging

1. Actual amount paid, plus tips; to be based on double occupancy whenever possible.
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, and entertainment, are not reimbursable.

### E. Meals

Actual amounts paid including tax and tip, not to exceed \$70.00 for any one day will apply, except for days when meals are provided by CTA/GGEA. Receipts are required for all meals, except for the NEA RA. for the NEA RA, receipts for meals costing less than \$35.00 are not required. Extra meals required by auto travel are not reimbursable.

For groups with just one receipt available, each member should provide a copy of the receipt with their individual reimbursement form.

For groups that have one payer, the names of each individual shall be printed on the back of the receipt. No reimbursement will be made for members for that meal, except for the one payer.

### F. Receipts

Garden Grove Education Association Reimbursement form must be submitted to the Garden Grove Education Association office within 30 days of the activity. Receipts for transportation and lodging charges must be submitted with the form.

### G. Any exceptions or variations from the above rules must be authorized by the Board of Directors.