



USATF Associations Workshop Reimbursement Guidelines

Amount of reimbursement: Up to \$1,000 to assist with expenses attending the annual Associations Committee Workshop.

Who's eligible for reimbursement: Any member of an Association Executive Committee: (*President, Vice President, Past President, Secretary, and Treasurer*) Association CEO, or Association office manager, or others at President's discretion.

What is eligible for reimbursement: Any receiptable expenses for:

- mileage to/from airport (*current USATF reimbursement rate*) and non-valet airport parking
- mileage to meeting (*current USATF reimbursement rate*) if less than economy air ticket
- economy air ticket to/from meeting
- two days accommodation, at a rate not greater than the host hotel
- One day per diem at current USATF rate
- USATF reimbursement guidelines:

<http://www.usatf.org/About/Financials/Approved-Budgets/Travel-and-Business.aspx>

Attendee's responsibility to earn reimbursement:

- Attend and sign in for Workshop opening breakfast session and closing session
- Attend and sign-in for Workshop recognition luncheon
- Attend and sign-in for 80% of Workshop sessions
- Any request for lesser attendance needs to be submitted in writing to the AEC Chair by the end of the annual meeting in order to receive full reimbursement

How to obtain reimbursement:

- Submit receipts on the standard USATF reimbursement form to AEC Treasurer Richard Messenger no later than 15 days after the workshop. Request for reimbursement may be submitted early.
- Only receiptable expenses (*excluding per diem*) will be considered. Mileage reimbursement requests should be accompanied by either a MapQuest or GoogleMaps confirmation of roundtrip mileage. Payment will be made only once if shared ride.
- Reimbursement form is required and signed by the President or his/her designee.
- Reimbursement amount from USATF will be sent to the Association Treasurer for distribution.
- Link to reimbursement form:
<http://www.usatf.org/About/Financials/2011USATFExpenseReport.aspx>
- Send reimbursement form with receipts no later than 15 days after the conclusion of the Association's Workshop to AEC Treasurer Richard Messenger at: rmessenger32@gmail.com