



Virginia School Boards Association
200 Hansen Road, Ste 2, Charlottesville, VA 22911
TRAVEL EXPENSE REIMBURSEMENT VOUCHER*

Name: _____ Date: _____

Address: _____

Purpose of trip: _____

Date	Indicate names, places & nature of activity. Attach receipts.	Miles Traveled	Mileage & Incidentals, Fares**	Lodging	Meals		Other	Total
					#	\$		
TOTAL								

* Please see reverse side for approved procedures.

**Calculate mileage at \$.56 per mile which is the current IRS rate (effective 1/1/14).

 Traveler's Signature

 VSBA Approval

 Board of Director's Approval (Officers and Executive Director Only)

<p>For Accounting Purposes Only:</p> <p>GL Account Number: _____</p> <p>Class Code: _____</p>

SUMMARY OF VSBA POLICY GOVERNING BUSINESS TRIP EXPENSE REIMBURSEMENT
(Approved reimbursement must be under one of these categories.)

Expense checks will be written each week.

Air and Rail Travel. Travelers must arrange for the most economical airfare/train fare available. Adequate documents, such as copies of tickets or receipts, must be appended to the Reimbursement Voucher or provided by the travel agency in its billing.

Auto Mileage and Incidentals. This is reimbursed at the federal rate per mile.

Taxis. These are reimbursed at the actual cost.

Other Transportation. VSBA discourages the use of rental automobiles because of the high cost. These are reimbursed only if unusual circumstances exist and other, less expensive modes of transportation are not available. This use must be listed on the Reimbursement Voucher and all auto rental bills must be attached.

Parking and Tolls. These are reimbursed at the actual cost. Receipts are to be attached.

Hotel/Motel Lodging. These are reimbursed at the actual occupancy rate or block rate as established by the hosting organization. Hotels/motels are authorized one night before and/or one night after a meeting, as travel conditions require. All hotel/motel bills must be attached to the Reimbursement Voucher. Purchase of souvenirs, hotel logo or items such as robes are not reimbursable.

Meals. These are reimbursed at actual cost. Staff and board members will be reimbursed for breakfast, lunch and dinner while traveling on VSBA business. In soliciting sponsorships or clients, staff members will be reimbursed for meals.

Tips. These are reimbursed at reasonable and actual costs for luggage and material handling, business meeting arrangements, etc, where they are not part of another specifically reimbursable expense, such as tips to waiters and waitresses in restaurants.

Unusual Expenditures. Unusual expenditures must be approved by the Executive Director or her/his designee.