

## **X. TRAVEL POLICY AND EXPENSE REIMBURSEMENT - 2012**

1. The BNAR President, President-Elect, their Companions and Chief Executive Officer shall attend all State and National meetings. The Chief Executive Officer shall receive reimbursement for spousal travel to include two meetings only. All receipts and documentation submitted must be according to IRS standards.
2. The travel allowance for NYSAR Winter Meetings shall be a maximum of \$900.00 and a maximum of \$600.00 for the NYSAR Fall Convention for individual expenses including transportation for the following: NYSAR State Directors, elected, approved or appointed by the BNAR Board of Directors. Companion expenses are not reimbursable. 2011
3. The travel allowance for NYSAR Winter Meetings and the NYSAR Fall Convention shall be a maximum of \$600 for each meeting for eight members of the Board of Directors and/or the Executive Committee. The selection of the BNAR Directors to attend such meetings shall be approved by the Executive Committee. The allowance shall include transportation expenses. Companion expenses are not reimbursable.
4. Travel expense reimbursements will not be made without a written report of all meetings attended, along with information regarding attended meetings. New travel forms were adopted and approved in 2005. These forms shall be listed in the Directors Manual under the Budget section and at the BNAR website.
5. All documentation and receipts must be submitted to IRS standards. A receipt must accompany any expenses over \$25.00.
6. Business phone call charges will be reimbursed during official Association travel to and from NYSAR meetings, only with a copy of the itemized charges and numbers on the phone bill.. 2006
7. Attendees being reimbursed by the Association using their own automobile for transportation may charge the maximum allowable mileage allowance according to IRS regulations. Passengers may not charge mileage.
8. All NYSAR Directors, BNAR Directors, Executive Committee, attending NYSAR meetings will be required to attend the sessions assigned to them by the President and file a written report on those sessions with their reimbursement request. The President of the BNAR will host one caucus per meeting and one dinner meeting. The cost of the dinner will be deducted from each attendee's budget allowance.
9. When a request for travel reimbursement is made a properly completed expense and travel voucher with documentation and receipts must accompany it. All documentation must be received within sixty (60) days of the meeting attended or at the end of the current calendar year whichever is sooner or no reimbursement shall be allowed. Any balances on cash advances must be returned within sixty (60) days of advance date.
10. Any additional travel allowances, for any reason, including staff, must be authorized in advance by the Executive Committee. The travel line item shall be separated into the following categories: Chief Executive Officer, President, Officers & Directors, and Staff Travel in the annual budget and monthly report.
11. Receipts and/or documentation must be filed with any request for reimbursement. 1/22/02

Note: Travel Policy Reimbursement for travel, expense reporting sheets which are standing rules are listed in the BNAR Board of Directors manual under the budget section and also at the BNAR website.