



APPA TRAVEL POLICY FOR VOLUNTEER BOARD

A. General

The APPA travel policy follows the requirements established by the Internal Revenue Service to protect both APPA and its Volunteer Board from violation of tax regulations.

APPA provides reimbursement to its volunteer board for pre-approved travel related expenses to include transportation, hotels, and meals. These expenses must be reasonable and necessary, as well as business-related.

B. Allowable Expenses:

Travel:

Board – Travel includes coach-class air fare for the most direct route, cab or shuttle, public transportation, mileage (at the current IRS rate), parking expenses, and tolls. In-advance purchase of airline tickets and weekend stay are encouraged whenever possible.

Board Spouse – Travel coverage for spouse, partner or guest is limited to the president, president-elect, and immediate past president **ONLY** when traveling to **APPA 20XX, Regional Annual Meeting(s), and TEFMA, AUDE, and HEFMA**. Spouse, partner or guest expenses covered by APPA is taxable income for the recipient, and APPA will issue a 1099 tax form at the end of the calendar year.

Lodging:

Lodging for the meeting period covers one day prior to and following the meeting EXCEPT for the APPA 20XX Conference board meeting and International travel, please refer to the Travel Policy Table for additional details. Room and tax charges will be billed directly to APPA's master account when possible.

Meals:

The volunteer board is expected to participate in all APPA planned meal functions. When traveling on APPA business with *no pre-scheduled meal function*, APPA will follow a Per Diem as follows: General meal allowance is \$65 per day inclusive of all charges including tips. Individuals with severe meal restrictions that need to purchase food will be reimbursed at the same meal allowance rate as noted above if not feasible to join planned meal functions.

Tips:

Cash tips within a customary range to service employees of the airport and hotel which are not included as part of the transportation or meal expenses are covered.

C. Unallowable Expenses

Private guests: If an individual travels with a private guest while on APPA business, expenses for the guest must be covered from his/her own funds.

Other Incidentals: Movie rental, laundry (except emergency), and other personal expenses **are not** covered by APPA.

D. Procedures

1. An APPA Expense Report must be used to request reimbursement. The form must be filled out completely and accurately with all receipts attached to the report or scanned with your electronic submission. Reports should be submitted within three weeks from completion of travel to the attention of Holly Judd at holly@appa.org or mailed to APPA, ATTN: Holly Judd, 1643 Prince Street, Alexandria, VA 22314-2818.
2. APPA's credit card holders should forward all credit card receipts to the APPA accounting office within three weeks from completion of travel as well.

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