



WFAA

Washington Financial Aid Association

TRAVEL GUIDELINES (Effective June 1st, 2016)

Travel reimbursements are authorized up to the approved budget. Requests for reimbursements should be submitted to the Treasurer within thirty days. Committee chairs provide their members with reimbursement forms and sign off on their expenditures prior to forwarding the forms to the Treasurer for payment.

Committee members should have their expenditures approved in advance by the committee chair. Officers and Chairs submit their reimbursement forms directly to the Treasurer. Costs of attendance at most Executive Committee meetings can be reimbursed for those required to attend, as well as for travel for other official duties. WFAA will not reimburse individual members for travel expenses, food and lodging or conference fees associated with attendance at the Executive Committee Meeting at the annual WFAA conference. The President can authorize the Treasurer to reimburse non-committee members for travel expenses for other purposes, if the expenditure has been approved in writing in advance of the activity or meeting.

Claims for reimbursement by committee members require the signature of the committee chair. Original receipts or electronic receipts must be provided for all expenditures over \$7 or more. WFAA does NOT pay for per diem costs (like state institutions); rather they pay from actual, original receipts.

The following expenditures will be reimbursed:

Airfare: Submit copy or electronic ticket which includes the traveler's name and price of the ticket – airfare not to exceed the cost of coach fare.

Personal car: mileage will be reimbursed at the state rate as of July 1st of the fiscal year. No receipts are necessary
*Note: careful consideration should be made when choosing the method of travel that is the most advantageous to WFAA. It may be cheaper to fly than drive a personal car.

Other Transportation: taxi, shuttle or light rail to and from the airport will be covered (including a customary tip or gratuity) unless provided free of charge from the hotel/facility. If a taxi is required, even though a free shuttle is available, prior approval of the president is required. In the event of an emergency a taxi may be taken. Approval should be confirmed with the president.

Parking: Submit receipt.

Lodging: Submit itemized statement from the hotel (standard room only)

Internet Access Charge: if not provided free by the hotel, may be reimbursed up to \$15.00 per 24 hr. period.

Meals: Submit itemized receipts. Meals will be reimbursed up to the per diem rate set for the location (<http://www.gsa.gov/portal/content/104877>). Meals are NOT reimbursed if less than a full day (8 hrs) away from home/office, or when meals are provided by WFAA. Alcoholic beverages are not reimbursed and should appear on a separate tab.

*Note: there may be WFAA sponsored events where serving alcohol is deemed appropriate, such as the Appreciation reception at the annual conference.

Miscellaneous: Submit receipts unless less than \$7.00 for telephone calls associated with WFAA, printing, supplies and others misc. expenses.

The following expenditures are NOT reimbursable:

Gratuities: not reimbursed except for meals and beverages.

Car rental: No rental car expenses will be reimbursed unless under extenuating circumstances and with the president approval in writing and in advance.

******* The responsibility of the WFAA member while traveling is to exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of official WFAA business travel are not acceptable *******