



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

EXPENSE REIMBURSEMENT GUIDELINES

Members of the Association may submit vouchers for reimbursement of reasonable expenses actually incurred in behalf of the Association, provided that payment for those expenses has not been received from any other source and that vouchers are submitted in accordance with the following general guidelines:

1. **Travel Expenses**

- a. Intracity travel on Association business and travel to and from airports shall be reimbursed at the regular rate for Association automobile travel set by the Executive Committee.
- b. Intercity travel on Association business should normally be by the most economical means available at the time needed; and all officers and committee members are expected to be conservative in the commitment or spending of Association funds for travel.

2. **Meals**

Members will be reimbursed for meals purchased by themselves in an amount equal to their actual cost or \$30 per day, whichever is less. The daily meal allowance may not accrue or be carried over from day to day.

3. **Duration of Association's Expense Responsibility**

- a. If a meeting adjourns by 3:00 p.m., allowable personal expenses, except for travel as provided above, shall be limited to payment for not more than two meals of moderate cost. All other expenses will be the responsibility of the member.
- b. All vouchers requesting reimbursement should be received in the State Office within 30 calendar days of the conclusion of the meeting.

4. **Convention Expenses**

Generally, expenses for attendance at the annual TCCTA convention will **not** be reimbursed, inasmuch as they are regarded as normal expenses associated with membership in the organization, borne by all members.

5. **Implementation**

- a. Copies of these guidelines shall be distributed to all officers, committee members, and others actively involved in the work of the Association.
- b. Implementation shall be the responsibility of the Executive Director in consultation with the President; and any special, unusual, or questionable requests shall be referred to the full Executive Committee for consideration and disposition.

—ADOPTED by the Executive Committee
January 14, 2000