

Reimbursement Policies for Expenses of Volunteers

Committee Expenses:

GPACAC will reimburse all expenses of approved GPACAC committees.

Expenses of Executive Officers:

It is expected that board members will be fiscally responsible with respect to the budget.

Board meetings: GPACAC will reimburse up to \$150 per meeting. Allowable travel expenses include: hotel accommodations (if necessary), gas (not mileage), tolls, and meals.

NACAC conference: GPACAC will pay up to \$750 toward each delegate's total conference expenses. (NACAC pays registration fees for delegates, President and President-elect.)

NACAC Summer Leadership Institute:

NACAC will reimburse all transportation expenses for each S/R President and President-elect, according to the expense regulations listed in the Travel Policy.

NACAC will reimburse expenses for the designated NACAC committee members to attend and will reimburse 50% of the total expenses for one designated S/R committee chairperson to attend this Institute.

GPACAC will reimburse additional expenses of its President and President-elect, including registration fees, meals and lodging, according to the expense regulation listed in the Travel Policy.

GPACAC will also reimburse the remaining 50% of the total expenses for one designated S/R committee chairperson.

Officers receiving reimbursement from NACAC must submit their expense report to the Treasurer. GPACAC will then complete any additional reimbursement.

NACAC Legislative Conference:

NACAC will reimburse all expenses, including transportation, registration, meals, and lodging for each S/R President and President-elect or chosen representative, according to expense regulation listed in the Travel Policy.

NACAC will reimburse 50% of the total expenses for one S/R Government Relations Committee chairperson.

GPACAC will reimburse the remaining 50% of the total expenses for the Government Relations Committee chairperson, according to the expense regulations listed in the Travel Policy.

Officers receiving reimbursement from NACAC must submit their expense report to the Treasurer, who will then send them to NACAC.

TRAVEL POLICY

Air Travel:

To assist the association in controlling travel expenses, individuals will utilize the lowest possible

airfare. First-class or any special arrangements will NOT be reimbursed. Timely cancellations should be observed, when necessary.

Lodging: Persons will be housed with double accommodations when possible.

PROCEDURE FOR REIMBURSEMENT

The GPACAC expense report {make this a link, please} must accompany all requests for reimbursement.

All expense reports should be submitted to the Treasurer within 30 days of the last day of travel and should be accompanied by original receipts, if possible.

Approval/disapproval of expenses is the duty of the committee chairperson.

Executive Board members should seek approval of the Treasurer.