

VYSA EXPENSE POLICY OVERVIEW

All VYSA Board and Committee Members, Staff and Contract Employees, are required to submit a **VYSA Expense Reimbursement Form** and per IRS guidelines, original receipts are to be submitted for all expenses whether or not a VYSA credit card was used. **VYSA Expense Reimbursement Forms** shall be submitted by the 5th, covering the prior month. Only 1 week of expenses per form should be submitted. Supervisors and/or Board/Committee Members responsible for reviewing expenses of employees or contractors should forward approved **VYSA Expense Reimbursement Forms** to Thomas in the State Office thomas@vysa.com for final review and reimbursement.

GENERAL GUIDELINES

- (1) The cost of meals and tips: These may not exceed \$10 for breakfast, \$15 for lunch, and \$ 25 for dinner. If all 3 meals in a single day are being claimed for reimbursement, the individual meal limits are waived, but a maximum of \$ 50 will be reimbursed for any single day. Please note that the limit of \$50 per day for meals is for all meals paid for by VYSA. They include meals paid out-of-pocket and paid for with a VYSA credit card or other means. Individuals may be requested to reimburse VYSA if it is found that their meal expenses exceed the limit. It is recognized that the \$50 limit for travel to conferences, workshops, sponsorship sales related entertainment or other special situations may not be adequate. A BOD member or staff may request that the \$50 limit be waived and that he/she be paid for actual expenses that are reasonable or customary. The VYSA Treasurer or other BOD member must approve this type of request for reimbursement. All meal receipts must be fully itemized. If a meal expense is being submitted for persons attending a meal but other than the person submitting the expense, that person's name, title, company/club and reason for the meal must be detailed on page 3 of the Expense Reimbursement Form. When multiple VYSA staff and or BOD members are present at a meal, the highest ranking BOD or staff member must pay for the meal and submit the charge with explanation as outlined above.
- (2) Mileage for a personally driven motor vehicle: An individual may drive a personal motor vehicle for VYSA business (not normal commuting travel). Reimbursement for mileage is 50 cents each mile. Reimbursement will not be approved for mileage less than a 30-mile radius from home. Mileage reimbursement for out-of-state travel will be limited to the lowest rate of economy class airfare to the destination. All submissions for mileage reimbursement over 100 miles must be accompanied by a Google Maps summary of the trip including "from" and, "to" addresses.
- (3) Rental of motor vehicles: A motor vehicle may be rented only with the prior approval of the individual having responsibility for the budget against which the motor vehicle rental is to be charged. The use of rental vehicles is encouraged when the cost of a rental vehicle is less than the cost of mileage or other means of transportation (example: airport limousines, taxis, etc.). If the use of a rental car will be less expensive than the use of a personal car utilizing the 50 cent per mile rate, a rental car should be considered. The individual renting the vehicle should request economy or compact sized cars, except when 3 or more members are traveling together. Itemized rental receipts along with actual payment receipts are required
- (4) Reasonable accommodations: Reasonable accommodations will be paid for approved travel.
- (5) Telephone calls/data charges: Only telephone calls and data charges associated with VYSA business are reimbursable.
- (6) Airline travel: All airline travel will be "coach" class. Reservations should be made in a timely manner to take advantage of early booking discounts. VYSA will NOT reimburse for overweight baggage charges, upgrades in seating, early boarding etc.