

TEXAS PRIVATE SCHOOL MUSIC EDUCATOR ASSOCIATION TRAVEL POLICY

Board Approved – June 2021

BUSINESS EXPENSE GUIDELINES AND REPORTING REQUIREMENTS POLICY FOR TPSMEA BOARD MEMBERS, TPSMEA MEMBERS ON OFFICIAL BUSINESS, AND EXECUTIVE DIRECTOR

STATEMENT OF PURPOSE--This document establishes policies governing the reimbursement of travel and business-related expenses incurred during the conduct of Association business. It is TPSMEA's policy to reimburse Board members for all ordinary, necessary and reasonable travel expense when directly connected with or pertaining to the transaction of Association business. Board members are expected to exercise prudent business judgment regarding expenses covered by this policy. When submitting expense reports to claim reimbursement, Board members are expected to neither gain nor lose financially.

TPSMEA Board members are required to pay for all out-of-pocket expenses and to submit a request for reimbursement accompanied by proper documentation (receipts) within two weeks of a meeting. Listed below are the items eligible for reimbursement.

Annual All State Clinic and Concert: (For Board Members without participating All State students)

Board Members, Staff and Executive Director:

- Transportation (air or rail; taxi; rental car; parking)
- Lodging (room and tax only)
- Meals (receive the specificized Per Diem amount per TPSMEA Handbook of Policy and Procedures) (if extended travel is involved receive ½ per diem amount the day before and the day after the meeting)

Board Meetings:

Board Members and Executive Director:

- Transportation (air or rail; taxi; rental car; parking)
- Lodging (room and tax only) the night prior to and the night of the Board meeting only, if necessary.
- Meals (receive the specificized Per Diem amount the days of meeting if meals are not paid for by the association); other meals only by prior approval of the Executive Director) (if extended travel is involved receive ½ per diem amount the day before and the day after the meeting)

Other Association Meetings or Convention Attendance:

Board Members, Designated Appointees and Executive Director:

- Transportation (air or rail; taxi; rental car; parking)
- Lodging (room and tax only)
- Meals (receive the specificized Per Diem amount per TPSMEA Handbook of Policy and Procedures if meals are not provided) (if extended travel is involved receive ½ per diem amount the day before and the day after the meeting)

EXPENSE REPORTING - All travel and business-related expenses incurred by a Board member should be reported on the expense report form. The expense report must include a complete explanation of the business purpose of all expenses, signed by the Board member and submitted to the Executive Director for reimbursement within two weeks following the Board meeting or conference.

Receipts are required to support expenses except for meals. All expense items of \$25 or more must be supported by a receipt. If a receipt is lost or misplaced, a memo identifying the amount and the nature of the business expense can be submitted.

REIMBURSEMENT SCHEDULE - The Executive Director normally processes checks within five business days of certifying the approved expense report.

TRAVEL ARRANGEMENTS AND TRANSPORTATION - As travel plans become known, the Board member should provide the basic parameters for the trip and ask for the lowest fare available for the destination. The mode of transportation should be consistent with the travel destinations and time involved. TPSMEA will reimburse for air travel in coach class.

LODGING - Lodging is a reimbursable expense when a Board member is required to be away from home overnight for business reasons. The availability, convenience, service and cost of adequate lodging vary between cities, geographic locations and seasons. Therefore, the Board member is expected to use prudent business judgment in the selection of lodging. In most cases, lodging is pre-arranged for all TPSMEA sponsored events and is direct billed to the Association. Generally, the night of a Board meeting and one additional night may be reimbursed by TPSMEA. Additional room nights will be the responsibility of the individual Board member unless a special request by the Executive Director requires that you arrive early or stay over after the meeting.

- **Room Type** - If not pre-arranged in conjunction with an TPSMEA sponsored meeting, a single room in a moderately priced business class hotel is the corporate standard. Guaranteeing a room reservation is the responsibility of the Board member when traveling independently. When attending an TPSMEA Board meeting, Board members should provide their arrival and departure information to the Executive Director who will then make your room reservations. The room night prior to the Board meeting and the night of the Board meeting will be charged to the TPSMEA Master Account. Additional room nights will be the responsibility of the Board member.
- **Cancellation**—If it is necessary to cancel a hotel reservation, the room reservation must be canceled by the time specified by the hotel to avoid a "no show" charge. If the cancellation is made directly with the hotel, Board members should request and retain a "cancellation number" as documentation of the transaction. "No-show" charges are **not** reimbursable except when uncontrollable conditions prohibit the Board member from following the above procedures.
- **Reimbursement and Documentation**--Lodging charges are to be reported on the expense report form, only when paid out of pocket by the Board member, and must be detailed so that other charges (e.g. meals, phone calls, etc.) are shown separately. The paid bill is required documentation for reimbursement of lodging and charges must be recorded in the appropriate section of the expense report.

RENTAL CARS - Cars should be rented by Board members only when other means of transportation are unavailable, more costly or impractical. The use of a rental car must be justified as a business need and not as a matter of personal convenience.

- **Refueling** - Board members are encouraged to refuel rental cars prior to returning to the drop-off area. This practice can save as much as 50% of the gasoline cost. Receipts for gasoline purchased must accompany the expense report.
- **Reimbursement and Documentation** - Car rental expenses must be documented on expense reports and includes the original car rental receipt.
- **Insurance** - Board members should check with their insurance agent to determine if the additional insurance coverage offered by the car rental company is necessary.

OTHER TRANSPORTATION

- **Personal Car**—Board members may utilize personal cars for Association business travel. The use of personal cars for business will be reimbursed at the standard rate prescribed by the TPSMEA Handbook of Policy and Procedure (Check the TPSMEA Handbook for the current rate). This mileage allowance covers all auto costs (e.g., gasoline, repairs, insurance, etc.) other than parking and toll charges. TPSMEA will reimburse the cost of business travel by personal car up to the cost of a roundtrip, coach airline ticket to the same destination.
- **Taxi Cabs, Buses and Limousines** - Board members should choose the most reasonable ground transportation available, consistent with travel schedule and business requirements. Receipts are required for all transportation expenses.

MEALS - TPSMEA reimburses meals based on the amount of per diem specified in the TPSMEA Handbook of Policy and Procedure. Any other meal expenses (such as Board or TPSMEA members paying for another person's meal) must be agreed to by the Executive Director prior to the meeting/meal.

OTHER REIMBURSABLE EXPENSES - The following incidental expenses, when related to travel or the conduct of TPSMEA business are reimbursable:

- Parking (both hotel and airport) (non valet unless hotel only provides valet parking)
- Tips/Gratuities – 15-20% recommended at restaurants - \$1 per bag portage - \$2-\$3 per day hotel housekeeping if customary

NON-REIMBURSABLE EXPENSES - Although not all inclusive, the following is a list of expenses that are not reimbursable:

- Personal articles
- Barber/Hairstylist
- Traffic fines
- Hotel room movies
- Hotel fitness center charges
- Hotel spa charges
- Cell phone roaming fees
- Cell phone text fees
- High speed Internet
- Baby and pet sitting charges
- Daycare charges
- Any charges of a personal nature