

NYSCA Official Travel Basics



Instructions (Original Documentation and Receipts Required)

The NYSCA may pay or reimburse only those expenses essential to the transaction of official business, which include: (a) transportation expenses; (b) lodging expenses; and (c) meal reimbursements

Requests for Reimbursement

Expenses of authorized travel for the NYSCA will be reimbursed upon receipt of a properly prepared report, and supported by original documentation. Documentation must be submitted by the individual requesting reimbursement. The report should be returned to the NYSCA office promptly upon completion of the travel, however, no later than 45 days after the expenses are incurred.

- When appropriate, claims should be adjusted equitably to reflect activities undertaken for other organizations and companion expenses, which are not reimbursable by NYSCA.

Transportation Expenses

Expenses for transportation by privately owned vehicle will be reimbursed on a mileage basis at the rate of thirty-two cents (32¢) per mile, plus toll charges and necessary parking fees. When requesting reimbursement based on mileage, fuel charges are NOT reimbursed separately.

Air Travel: Air travel must be approved by the NYSCA Treasurer and President in advance and should be at the lowest possible cost. Coach class accommodations are required unless an exception is granted by the NYSCA Treasurer and President. Charges for changes made for the traveler's convenience are the responsibility of the traveler.

- When using air travel, reimbursement for the use of rented automobiles will be made if circumstances make it impractical to use public transportation.

Car Rental: If circumstances require use of a rented automobile, such rental must be approved by the NYSCA Treasurer and President in advance. Rental for luxury vehicles is not reimbursable. The car rental receipt must be attached to the travel report. Ancillary charges are NOT reimbursable.

- When requesting reimbursement for car rental, fuel charges should be included. Mileage is NOT reimbursed separately when using other than a privately owned vehicle.

Lodging Expenses

Commercial lodging accommodations will be reimbursed at the single occupancy rate for moderately priced housing. Personal expenses such as laundry, insurance, valet, spa and movies are not allowable charges; they are the responsibility of the traveler.

- Delegates for districts having a treasury will be reimbursed for lodging expenses by the district.

Meal Reimbursements

Reasonable expenses for meals should be claimed on an itemized actual cost basis, and receipts should be provided for meals over \$25. Maximum reimbursement for meals is based on the Federal M&IE Expense Rates and varies depending upon travel destination. Expenses for alcoholic beverages are NOT reimbursed.

- Delegates for districts having a treasury will be reimbursed for meals by the district.

Example: Delegates attending a Saturday afternoon / Sunday morning House meeting at the Spring Convention will typically be approved for reimbursements up to \$36 for Saturday dinner (inclusive of tip), \$12 for Sunday breakfast, and \$18 for Sunday lunch.

Applicable Portions of the NYSCA Constitution and Bylaws



The NYSCA Constitution and Bylaws provide the following:

ARTICLE EIGHT — BOARD OF DIRECTORS

Paragraph XVI. Reimbursement of Directors

Each official and ex-officio director shall be reimbursed by the organization for reasonable room rate(s), appropriate meals and for necessary and reasonable travel expenses for each Board of Directors meeting that they attend and each official director shall be similarly reimbursed for each House of Delegates meeting they attend. Expenses shall not include a per diem reimbursement.

ARTICLE NINE — OFFICERS

Paragraph XI. Reimbursement of Expenses Incurred by Officers

The officers of this organization shall be reimbursed for all reasonable, legitimate and necessary expenses they incur incident to their respective offices by submitting a voucher to the President and Treasurer for their approval. Expenses shall not include a per diem reimbursement.

ARTICLE TEN — HOUSE OF DELEGATES

Paragraph XV. Reimbursement of Delegates

For each House of Delegates meeting that they attend, delegates elected at the district level shall be reimbursed by the districts they represent, for reasonable room rates and appropriate meals. Necessary and reasonable travel expenses shall be reimbursed by the Association.

ARTICLE TWELVE — COMMITTEES

Paragraph IV. Reimbursement of Expenses Incurred by Committee Members

Committee members may be reimbursed all reasonable, legitimate and necessary expenses they incur incident to their committee membership by submitting a voucher, approved in writing by the committee chairperson to the administrative office.

ARTICLE NINE — OFFICERS

Paragraph XII, Powers and Duties of the President, Subparagraph G.

The President shall consider, approve or not-approve officer, director, delegate, and committee reimbursement of expense vouchers together with the Treasurer.

ARTICLE NINE — OFFICERS

Paragraph XV, Powers and Duties of the Treasurer.

The Treasurer shall consider, approve or not-approve officer, director, delegate, and committee reimbursement expense vouchers together with the President.

NYSCA Travel Expense Report



SUBMIT REPORT WITH RECEIPTS TO:

New York State Chiropractic Association
 PO Box 557, Chester NY 10918
 or via fax: (518) 312-4249

Name _____

Address _____

District _____

Dates of Event _____

Total Due _____

Date	Description of Expense (i.e. Airfare*, Registration*, Lodging*, Ground Transportation*, Parking*, Meals & Tips*, Tolls*, Mileage - please list number of miles.)	Totals
1/1/2015	Mileage - 100 miles	\$32.00
Total Reimbursement:		\$

*Original receipts are requested for ALL expenses EXCEPT for the following: Personal auto mileage, Tolls paid via EZPass. Mileage is reimbursable for use of personal cars only at \$0.32 per mile.

By submission of this expense form, I certify that the expenses claimed as reimbursable on the form are a true and accurate accounting of the necessary business-related expenses incurred for this business trip and there are no items listed as reimbursable which relate to personal or unallowable expenses. I have not, and will not, be receiving reimbursements from any other source for these expenditures nor have any of these expenses already been paid by another entity.

Signature _____ Date _____

Questions? Please call: (518) 312-4236

