



of Florida

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Travel Reimbursement Guidelines

General

1. Expenses must be in the budget.
2. Reimbursement requests require receipts (except for mileage).
3. All requests must be made by June 1.
4. If both co-officers attend a meeting, they divide the normal reimbursement for lodging.
5. Driving will be reimbursed at \$0.30 per mile round-trip from home to the destination.
6. Meals are not reimbursable except by Board vote prior to incurring the expense. (Currently, only Lobby Days 2024)
7. Exceptions must be approved by the board.
8. Please try to pay only for your own expenses. If expenses are shared, the other member should send an email to the Director of Finance explaining how the expenses were shared).
9. Reimbursement is only for payments made by members. (Flights paid with miles, complimentary hotel rooms or staying with friends will not be reimbursed.)
10. AAUW Florida Finance Committee will determine eligible expenses according to the Board approved policy.
11. You may scan or photograph the form and receipts and send to the Director of Finance: ellen.roche.AAUW@gmail.com or put the hard copies in an envelope and mail them to Ellen Roche, 7867 Estancia Way, Sarasota, FL. 34238.

Details - All meetings

1. Mileage reimbursement is paid for
 1. AAUW Florida board members attending Board and other state meetings.
 2. Chairs of AAUW Florida committees and task forces and specifically designated people when requested to attend by the president (eg, presenters).
 3. Pre-authorized participants in a committee or task force meeting.

4. Lobby Day participants.
2. If an eligible member chooses to fly to a meeting, reimbursement is the lower of the fare or \$0.30 per mile. Other travel expenses (eg, airport parking, taxis to the airport) may be reimbursed if the total cost of travel is less than the mileage reimbursement amount.
3. Lodging is reimbursable for
 1. AAUW Florida board members attending Board and other state meetings.
 2. Chairs of AAUW Florida committees and task forces and specifically designated people when requested to attend by the president (eg, presenters).
 3. Pre-authorized participants in a committee or task force meeting.
 4. Lobby Day participants.
4. Lodging will be paid for the following nights:
 1. The night before a meeting if the member travels more than 75 miles one-way to attend.
 2. Nights between meeting days.
 3. Nights following the meeting if the business ends after 6:00pm.

Details - Lobby Days

1. Participants will be reimbursed for travel from the hotel to the Capitol at \$0.30 cents per mile driving and this amount may be used towards other types of transportation (eg, taxi). Parking costs are reimbursable.
2. Participants may be reimbursed up to \$15/ day for two days for meals. (Maximum = \$30)