



## **SNAPA TRAVEL ARRANGEMENT INFORMATION AND REIMBURSEMENT OF ALLOWABLE EXPENSES POLICY**

The following document details the processes for reimbursable items, for SNAPA related business. Each area outlines the process for who will make each arrangement, but Individuals (members, participants, etc.) should arrange their own arrangement but If an individual would prefer to have the organization arrange specific accommodations, they should expressly write to the Executive Director with their request. This action should be reserved for very limited occasions.

It shall be the responsibility of the individual member to notify the SNAPA office of any changes in their travel plans at least 72 hours in advance of the event, unless there are extenuating and unavoidable circumstances. SNAPA will not reimburse any event that was not attended by the individual by no fault of the organizations and reserved the right to invoice any individual who does not travel, but has been previously reimbursed.

At any SNAPA approved event for which an individual is requesting reimbursement for attendance, it shall be the responsibility of that member to wholly engage and attend all sessions and events scheduled for the event or to fulfil their board responsibilities.

### **TRANSPORTATION**

Individuals (members, participants, etc.) should arrange their own transportation arrangements and submit for reimbursement.

- **Air Travel**

- All airline tickets should be purchased by the individual 21 days or more in advance in order to secure an affordable airfare. In an effort to control costs, the lowest coach fare is preferred.
- Reimbursement will be granted at time of encumbrance. Submit a SNAPA expense report and copy of the airline reservation itinerary with airline fare to in order to get reimbursed at the time of payment, rather than after attendance, if preferred.
- Airline tickets costing more than \$600 need to be approved by SNAPA executive committee in advance of purchase.

- **Ground Travel**

- Travel shall be reimbursed for actual mileage from either the Board member's home or place of work and returning to that point at the IRS approved reimbursement rate.
- Travel reimbursement shall include all applicable tolls, parking fees and other necessary and reasonable expenses.
- If traveling by train, bus etc, the arrangements should be the lowest coach fare.

- **Other Reimbursable Transportation Expenses:**

- Baggage fee for one piece of luggage; two pieces when traveling five days or more.
- Parking not to exceed Airport economy parking value.

- Airport transfers (taxi, Uber, Lyft, etc.) or personal car mileage to drive to and from the airport.
- Mileage is reimbursed in accordance with the current Internal Revenue Service allowance.

**NOTE:** Rental cars are not eligible for reimbursement unless there are special circumstances that are approved in advance by the Executive Committee or designee.

## **HOTEL**

- Hotel accommodations will be arranged by the Executive Director, unless expressly requested otherwise.
- Individuals will use personal credit card to attach to the room and items such as Internet access fees, mini bar charges, movies, games and other entertainment are not reimbursable and will be billed to member's personal credit card.
- Overnight accommodations for any approved event will be provided at one-half the normal double occupancy rate for all individuals other than the President who may request single room accommodations. Individual can request single room and pay half the normal double occupancy rate.
- Overnight accommodations will not be provided for Board members who live closer than 65 miles from the approved event.

## **MEALS**

- The SNAPa Board shall periodically approve a maximum per diem rate for all meals for Board members and participants, but in no instance will SNAPa be responsible for reimbursement or payment for alcoholic beverages.
- Meals are reimbursed on a \$75.00 per day, per diem basis. (eff. 3/17/25)
  - Breakfast - \$20.00
  - Lunch - \$25.00
  - Dinner - \$30.00
- If a meal is provided as part of a scheduled meeting or function, there is no reimbursement for that meal.
- Meals incurred during travel to the event can be submitted for reimbursement.

## **EVENT REGISTRATION**

- The Executive Director will arrange for all approved event registration unless expressly written.

## **EXPENSE REPORT**

- SNAPa requires that all expense reports are completed and submitted with receipts attached within 45 days of the event.