

GGEA REIMBURSEMENT FORM
Reimbursement Policy – Standing Rule 15



ALL RECEIPTS for expenses must be attached to the member expense form within 30 days of the event to be reimbursed.

A. Registration

A copy of the online Registration is required as receipt.

B. Transportation

(1) PLANE: Actual, most economical coach fare (**with a copy of the ticket as receipt**).

(2) TRAIN OR BUS: Actual fare (**with receipt**).

(3) AUTO:

(a) Current CTA rate (**2015 = 57.5¢**) per mile round trip by shortest highway route. Mileage reimbursement cannot exceed the cost of coach plane fare.

(b) Mileage to and from the member's home airport at 57.5¢ per mile.

(4) Actual cost of necessary transportation including buses, taxis and tips. (**with receipt**)

(5) PARKING: Actual cost of airport parking and hotel self-parking. (**with receipt**)

C. Lodging

(1) Actual amount paid based on double occupancy. Attach a copy of the actual hotel bill as receipt.

(2) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.

(3) Personal charges such as laundry, valet, telephone calls and entertainment are not reimbursable.

(4) A maximum of six dollars (\$6.00) per day for tips is reimbursable.

D. Meals

Actual amounts paid for members' meals including tax and tip, not to exceed \$70.00 for any one day will apply, and up to \$35 for any one meal. GGEA will not reimburse for meals provided by GGEA or included in meeting/training/conference fees. For groups with just one receipt available, each member should provide a copy of the receipt with their individual reimbursement form. For groups that have one payer, the names of each individual shall be printed on the back of the receipt. (**all receipts required**)

Date and Location of Meeting

Name of Conference or Meeting Attended

Name _____

please print

contact phone

School Site _____

Date	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total for Each Line
	/	/	/	/	/	/	/	/	
Registration									\$
Breakfast									\$
Lunch									\$
Dinner									\$
Lodging									\$
Shuttle/Taxi									\$
Airfare									\$
Mileage (\$)									\$
Self-Parking									\$
Tips									\$
TOTAL	\$	\$	\$	\$	\$	\$	\$	\$	\$
# of Miles									Total Due

Attach all receipts for reimbursement and submit within 30 days of the event