

TRAVEL EXPENSE CLAIM INSTRUCTIONS

GENERAL

This form is to be used by individuals traveling on ACSA business. If the expense is a regular or special committee activity, the expense claim must be submitted for approval to the committee chair immediately after each trip. The chair will forward the claim to ACSA's Business Office in Burlingame. All expense claims should be submitted within five working days from the time incurred in order to be reimbursed on a timely basis. Expense claims for all other ACSA business must be approved by the appropriate individual before submitting to the Business Office for reimbursement.

RECEIPTS FOR ALL EXPENSES MUST BE ATTACHED TO THE EXPENSE VOUCHER

AIR TRAVEL

Using the Internet is an excellent way to obtain reduced airfares and some airlines give extra flight credits for making online reservations. Some websites to investigate are travelocity.com, lowestfare.com, travelzoo.com, and also the individual carrier websites such as iflyswa.com (Southwest Airlines). ACSA will reimburse.

Another alternative for committee members who fly is to make your reservations through Balboa Travel, 1-800-966-7998 with as much advance notice as possible (30 days in advance is recommended at a minimum). The agency's office hours are 7:30 a.m. to 5:30 p.m. If you are somewhat flexible on the time of your flights, it will be easier to take advantage of the lowest fare. You will be asked for the appropriate program number.

MILEAGE

As a matter of policy, the use of common carrier is encouraged. If it is impractical to travel via common carrier, personal automobile mileage will be reimbursed at the approved mileage allowance.

LODGING

Normally, committee meetings are scheduled so that members can arrive at the meeting and return in one day. **Reimbursement for overnight hotel accommodations is authorized only if the meeting is more than one day or if travel arrangements necessitate staying overnight.** Please attach all receipts.

MEALS

While traveling on ACSA business, **reasonable** expenses for meals will be reimbursed. **All receipts must be attached.**

OTHER

For incidentals such as, postage; bridge tolls and gratuities other than for meals, **receipts for \$25 or more are required.** An explanation must be provided on the expense report as to the nature of the expense.

PERSONAL EXPENSES WILL NOT BE REIMBURSED
