

Maine Society for Respiratory Care
Travel Reimbursement Policy

All requests for travel reimbursement and advances must be properly authorized on a Travel Request form before being sent to the Treasurer. Travel Request forms must include the date, place, nature of business, and itemized expenses before the Board Member can be reimbursed. Original receipts are required for all expenditures. Travel Request forms must be submitted to the Treasurer within thirty days after the travel occurred. Receipts must be secured to a standard 8 1/2 by 11 inch paper to provide reconciliation and consolidated storage.

Parking and Toll Fees. Parking and toll fees will be reimbursed. Tow-away fees, vehicle repairs, and other motor vehicle violations are not reimbursable.

Meal Reimbursement. Costs of daily meals should be reasonable (not to exceed \$50).

Lodging. Lodging will be reimbursed for the reasonable costs of commercial lodging accommodations. Reimbursement shall be limited to the single occupancy room rate.

Nonreimbursable Expenses:

Alcohol
Amusement tickets
Automobile repairs on personal vehicle
Books and publications except those directly related to the program attended
Briefcases
Child care
Cosmetics
Laundry
Luggage
Meals for spouse
Medicine
Movies
Parking tickets
Personal items
Phone Calls
Shoeshines
Toiletries