

COPAS – COLORADO
TRAVEL REIMBURSEMENT POLICY
(as provided for in Article X, Section 8.4 in the amended
Constitution and By-laws adopted April 1, 1997)
(Originally adopted December 1992, revised May 1997, April 2009, July 2009, and August
2015)

In the course of fulfilling their various duties for COPAS-Colorado, members may incur travel expenses. COPAS-Colorado wishes to encourage its members to participate in its and COPAS' activities to the fullest extent possible and wishes to make it possible for all contributing members to participate no matter what their financial resources may be. The purpose of this policy statement is to clarify COPAS-Colorado's policy concerning what expenses qualify for reimbursement, who may be reimbursed for expenses and what approval is necessary for reimbursement.

Qualifying Expenses

All qualifying expenses must be incurred while on COPAS-Colorado or COPAS business and while out of town. All expenses over \$25 must have a receipt and receipts for amounts under \$25 are encouraged. Qualifying expenses are considered those expenses for which the member cannot be reimbursed by the member's company. Reimbursable expenses are limited to \$1,200 maximum, unless otherwise approved in advance by the Board of Directors. COPAS-Colorado will generally reimburse qualifying expenses for transportation, meals, lodging and registration fees for qualifying members.

1. Transportation

- a. Car – individuals using their personal vehicles can be reimbursed at the current IRS rate. If a car is rented, the actual rental cost of the car.
- b. Parking – actual parking charges associated with the travel.
- c. Taxi – actual cost of taxis to and from the conference.
- d. Airplane – cost of commercial airline by tourist or coach class. If a reduced fare is available but requires extra days stay and therefore increased hotel cost, the increase hotel cost may be reimbursed up to the "normal" airfare amount.

2. Meals

Food per diem is \$25.00 per day.

3. Lodging

Actual cost of lodging. Generally, if the business nature of the travel relates to a *meeting* which is being held at a hotel, the lodging cost should be incurred at the same hotel or a less expensive one. If the business nature of the travel is related to a meeting not held at a hotel, a suitable hotel in the area of the meeting is appropriate. Additional hotel costs related to family members or friends accompanying the member are not reimbursable. Lodging should be reimbursed for a reasonable time related to the business travel considering airline schedules. Generally, hotel accommodations for the night

before the conference and through the last day of the conference are reimbursable. However, see reduced airfare policy above at 1.D.

4. Registration fees

Actual cost of registration for the meeting.

Qualifying Member

COPAS-Colorado supports and encourages members to attend national conferences. To assist with the costs, COPAS-Colorado may reimburse (based on budget considerations) National Board of Directors members from Colorado, up to two COPAS-Colorado Board of Directors members, and one (1) committee representative from each committee with a corresponding National committee. Approval from the COPAS-Colorado Board of Directors is required prior to incurring travel expenses.

Method of Reimbursement

1. Budgeting

In preparing the annual budget, the COPAS-Colorado Board of Directors should estimate on an annual basis the funds necessary to reimburse travel expenses. In estimating the amount, consideration should be given to the individuals holding various positions with COPAS-Colorado and COPAS, the possibility of reimbursement by the member's company, the number of COPAS meetings and COPAS-Colorado's current financial position.

2. Approval

Individuals wishing reimbursement for travel expenses should notify the Board of Directors of the estimated reimbursable amount at a Board of Directors meeting held prior to incurring the expenses. If the total budgeted amount has not yet been spent and the expense qualifies for reimbursement, approval should generally be given. However, the Board of Directors has the discretion not to approve reimbursement if they feel it is not appropriate. In making the determination of approval, the Board of Directors should consider the travel requirements for the full year, the priority of attendance at various meetings and the current financial position of COPAS-Colorado.

3. Payment

Once the expenses have been approved and incurred, the appropriate documentation on the "COPAS-Colorado Travel Expense Reimbursement Form" should be given to the Treasurer who will review the expenses for qualification. If the Treasurer has some concern regarding the expenses which cannot be resolved with the member or the expense exceeds the approved amount, the Treasurer should request the Board of Directors to review the approval of payment of the expenses. The Board of Directors has final authority and responsibility for the reimbursement.