

Expense Reimbursement Policies and Guidelines

OVERVIEW

PASR members and employees are entitled to receive reimbursement for out-of-pocket expenses incurred while in the performance of their duties on behalf of the association. It behooves each member/employee to be frugal in expending association funds. Be reasonable and be fair.

To achieve fiscal responsibility, it is essential to account for and justify all expenses. All volunteers and employees shall be required to itemize and request reimbursement for their out-of-pocket expenses utilizing the Individual Expense Voucher provided by PASR Headquarters. In requesting reimbursement of expenses, members and employees shall adhere to the guidelines as listed below.

MEALS

1. The meal allowance for volunteers and employees shall be \$30.00, based on three (3) meals per day. Alcohol expenses shall not be included in individual expense vouchers.
2. Meal receipts must accompany the Individual Expense Voucher.
3. Meals for accompanying guest shall be at the personal expense of the member/employee and are not reimbursable.
4. Reimbursements shall be provided for meals consumed en route to or from PASR meetings and events.
5. The \$30.00 per day meal allowance shall not apply to PASR volunteers and/or the executive director when they attend out-of-state meetings or conferences hosted by AARP/NRTA or by the Association of State Retired Teacher Executives (ASRTE).
6. Alcohol expenses may not be included in individual expense vouchers.

TRANSPORTATION

1. The mileage reimbursement allowance for a personal automobile by PASR staff and volunteers shall be 50 cents per mile for official PASR travel.
2. All travel expenses must be reported on the Individual Expense Voucher and may include receipts for tolls and parking fees.
3. In the interest of economy, the sharing of automobiles, where feasible, is desirable.
4. Air, bus or rail fare actual cost is reimbursable. This must be reported on the individual Expense Voucher and must include the necessary receipt(s).
5. Taxi fares are allowable, within reasonable limits.

LODGING

1. Expenses for lodging may be claimed for official PASR business at the single room rate in a hotel or motel. When a guest accompanies a member, the single room rate shall be charged to the association.
2. Lodging charges are to be paid by the member or employee (unless master billing has been established and authorized). This shall be reported on the Individual Expense Voucher and must include necessary receipt(s).
3. Lodging will not be allowed the day before a scheduled PASR meeting or event unless travel is in excess of two (2) hours prior to the scheduled meeting or event, nor will it be allowed for a day-after departure unless the travel time to home exceeds four (4) hours. Exceptions require prior authorization by the PASR President or Executive Director.
4. In the interest of economy, the sharing of a room by members and employees, where feasible, is desirable.

EXECUTIVE DIRECTOR EXPENSE GUIDELINES

TRANSPORTATION

1. Air, bus, rail and/or taxi fare actual cost is reimbursable. Tolls and parking fees may be included. All must be reported on the Executive Director Expense Voucher and must include all receipts and/or invoices.
2. Travel for accompanying guest must be at the personal expense of the Executive Director and are not reimbursable.

LODGING

Overnight stay for official PASR-related business is reimbursable. When a guest accompanies the Executive Director, the single room rate shall be charged to the Association. This is to be reported on the Executive Director Expense Voucher and must include all receipts.

MEALS

1. Meal expense per day--\$30.00 based on three meals per day. Gratuity per meal may not exceed 20%.
2. Meals for accompanying guest must be at the personal expense of the Executive Director and are not reimbursable.
3. Meal expense reimbursement begins when the Executive Director leaves home after a major mealtime and continues until returning home after a major mealtime.
4. Receipts for PASR related expenses must accompany the Executive Director Expense Voucher.
5. Alcohol beverage may not be included on the Executive Director Expense Voucher.

INCIDENTALS

Report PASR related expenses with accompanying receipts.

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