

TxOHC BOD

Reimbursement Policy

For Board of Directors:

As the budget allows, Board members will be reimbursed for travel expenses incurred while attending TxOHC Board meetings and other approved meetings. To claim reimbursement, a Reimbursement Request Form with original receipts and mileage documentation (from Bing or MapQuest) showing starting and ending destinations must be submitted to the Coalition's Executive Director (ED) or if no ED, submit to the Treasurer within 10 days of the travel.

Automobile mileage will be reimbursed at the rate of 50 cents per mile. Airfare will be reimbursed up to the cost of an economy class ticket.

For Board meetings, members will be reimbursed for hotel expenses at the special TxOHC hotel room block rate and must stay in host hotel to receive reimbursement. Last minute room changes that affect the master bill will be charged to the Board member instigating the change.

When travel to an out-of-state meeting is approved, members will be reimbursed for hotel expenses up to the rate at the meeting hotel.

All travel/hotel reimbursement for board members must be budgeted and have prior approval by the Board.

Members are required to attend the entire meeting for which reimbursement is requested. An exception can be made if the meeting runs beyond scheduled time and member must leave.

For Staff:

Automobile mileage will be reimbursed at the rate of 50 cents per mile. Airfare will be reimbursed up to the cost of an economy class ticket.

Hotel expenses will be reimbursed at the special TxOHC hotel room block rate, or if at a non-TxOHC event, at the event hotel room block rate.

For in-state travel, meals will be reimbursed up to \$40 per day. For out-of-state travel, meals will be reimbursed up to \$71 per day. Alcoholic beverages will not be reimbursed.

All travel/hotel reimbursement for staff members must be budgeted and have prior approval by the Board.

The completion of reimbursement forms and providing original receipts are also required by staff members. All financial records including reimbursement requests are available for Board member's review at any time. The Executive Director may also use the TxOHC debit card to book airfare, hotels and pay for taxi's and meals at in-state or out-of-state meetings.



REIMBURSEMENT REQUEST

Date Submitted: _____ Date Received: _____

Name: _____

Address: _____

Trip Destination: _____ Time Period: From: _____ To: _____

Purpose: _____

Workgroup: _____

Please refer to Standing Rules Reimbursement Policies and Procedures for additional information. A completed report must be submitted to the Director within 10 days after return from trip with original receipts attached. Alcohol will not be reimbursed and meals for TxOHC staff are limited to \$40/day in-state and \$71/day for out-of-state travel.

Transportation:

Airfare or \$ _____

Automobile – Bing or MapQuest attached
(Computed Road Map Mileage at \$.50 per mile) _____

Other Expenses:

Lodging _____

Meals _____

Taxi _____

Parking _____

Car Rental _____

Registration Fees _____

Photocopying _____

Phone _____

Miscellaneous (Explain and Attach Support) _____

Total Expenditures: \$ _____

Total Expenditures: \$ _____

Prepaid Items:

Travel Advance \$ _____

Airline Tickets _____

Lodging _____

Car Rental _____

Registration _____

Other – Explain _____

Less Total Prepaid \$ _____

Difference \$ _____

Amount Due \$ _____

For Treasurer's Use

Date Received: _____

Date Paid: _____

Check No: _____

Please include a SASE with your reimbursement request. – Thank you!

Mail to: Beth Stewart
TxOHC
4614 Bowie Dr.
Midland, TX 79703