



Travel Expense Policy

This policy applies to all authorized Sunshine District members who incur travel related expenses while conducting official business for the Sunshine District, or any of its Committees or Events.

Automobile Travel – Automobile mileage and tolls are covered. Lodging and meals en route are covered when necessitated by distance and time of day. The current mileage rate is **.30 cents / mile.**

Airline Travel – Airline travel must be **pre-approved** by the District President. Once approval is obtained, travel arrangements should be made through Sharon at Valhalla Travel at **416-709-3775**. The cost is billed directly to the District. You may make them yourself and seek reimbursement through standard channels.

Meetings and Events

Board and House of Delegates Meetings – Round trip travel and \$40 per diem. If event requires overnight stay, half of one night's lodging.

Committee Meetings and other one-day Events – Round trip travel and \$40 per diem.

Conventions & other multiple day Events – Round trip travel. The Director of Events will identify those committee members who will receive lodging, parking and meals, subject to pre-approval by the District President.

Lodging and Meals – Lodging is reimbursed at the standard room rate at a moderately priced facility. Meals are reimbursed at \$40 per day.

Receipts are required for lodging, airfare and other incidental expenses.

Entertaining – Members entertaining guests or clients on District business should list, on the District Expense Report, the name(s) of the person(s) participating and the purpose of the meeting. A **Vice-President and the President** must sign these expense reports.

Reimbursement Process *[Reimbursement must be requested within 30 days of the expense or may be denied.]*

The District Expense Report Form is used to submit travel expenses and any other authorized expenses incurred while conducting District business. The completed original form is printed and mailed with receipts to the Treasurer and the member emails the electronic copy for approval as follows:

<u>Member</u>	<u>Approval</u>	<u>Approval</u>	<u>Approval</u>	<u>Send To</u>
Committee Member	Committee Chair	VP	EVP	Treasurer
Committee Chairman	VP		EVP	Treasurer
Board Members	EVP			Treasurer
President				Treasurer