



NON BOARD OF DIRECTORS REIMBURSEMENT GUIDELINES FOR TRAVEL AND NON TRAVEL EXPENSES

The purpose of this travel policy is to set forth a few rules that will make travel as pleasant and productive as possible, while at the same time minimize ALSA's costs.

Each ALSA representative shall conduct ALSA business with integrity, in compliance with applicable laws, and in a manner which excludes consideration of personal advantage. Individuals will be reimbursed for all expenses that are necessary and actually incurred when traveling on authorized ALSA business.

ALSA travelers are expected to exercise good judgment, travel in a cost efficient manner, and keep within normal safety requirements. ALSA's intent is that the traveler should neither lose nor gain financially as a result of business travel on behalf of ALSA. All expenses must be within the approved Budget. If not, the expenses must be approved by the Board of Directors before reimbursement.

(WHICHEVER AMOUNT IS THE LEAST EXPENSIVE BETWEEN AIR OR AUTO MUST BE PRESENTED FOR REIMBURSEMENT.)

AIR TRANSPORTATION:

Economy class (coach) is required for all flights. Reimbursement for upgraded airline tickets may be approved in the event economy class is not available and only higher accommodations are available, and the business schedule does not permit a delay to another flight. All tickets should be purchased far enough in advance to receive the lowest rate as possible.

Personal travel may be combined with business travel, provided the personal portion of travel is deducted from expenses to be reimbursed by ALSA.

AUTOMOBILE USE AND RENTALS:

Usually the use of a personal vehicle is not justified for business travel over 400 miles round trip unless:

1. Several ALSA representatives are traveling at ALSA's expense in one vehicle, or
2. The Vehicle is the least expensive means of transportation or is the only practical & necessary means of transportation.

ALSA will pay the actual fuel expense or the set amount per mile (Per IRS current standards), (whichever is less), plus tolls and parking for the business use of a personal vehicle. This mileage allowance will cover the cost of gas, oil, repairs, tires, maintenance, insurance, depreciation and all other operating expenses

LODGING:

Hotel/Motel accommodations while on ALSA business will be reimbursed at a cost that shall not exceed the single occupancy standard room rate, plus applicable taxes.

MEALS WHILE TRAVELING:

ALSA will reimburse the traveler for the reasonable and actual cost of meals (including tax and tip) while on ALSA business. The traveler should select restaurants which are reasonably priced for the locality, and a receipt is required for all meals. The maximum total for the day is \$41.00. You will not be reimbursed for alcohol.

EXPENSE REIMBURSEMENT PROCEDURE:

A detailed completed Expense Form with original copies of receipts for all reimbursable expenses attached should be forwarded promptly, following completion of travel, to the ALSA Treasurer.

All amounts in excess of \$1,500.00 shall be submitted to the ALSA Board of Directors for approval, less than \$1,500.00 shall be approved and reimbursed by the Treasurer of ALSA upon receipt.

GUIDELINES FOR REIMBURSEMENTS FOR ALL NON-TRAVEL EXPENSES:

All expenses must be within the approved Budget. If not, the expenses must be approved by the Board of Directors before reimbursement. All expenses must be detailed on an Expense Form. Comparison between Air and Auto Mileage must be included. All expenses must be accompanied by a receipt or a copy of a bill such as phone expenses.

ALSA Office is located at 17102 Mueschke Rd., Cypress Texas 77433 Phone: 281-516-1442