



TEXAS ASSOCIATION FOR SCHOOL NUTRITION
Authorized Meetings & Conference Expense
Reimbursement Form

TRAVEL: Receipts are required (Most economical mode of transportation) \$ _____

For current rates visit: https://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php
attach schedule / agenda if a non-TASN event.

VEHICLE MILEAGE: Total Miles _____ x # of Trips made _____ x State Rate _____
Attach Google maps and Spreadsheet \$ _____
(Spreadsheet = If multiple trips are included on one travel form)
For current rate visit: http://www.window.state.tx.us/comptrol/texastra.htm

FOOD: In State per day NOT Per Diem (actual cost of meals) /Out of State Federal rate per
Day NOT Per Diem (Detailed receipts are required, in state is not to exceed \$ 66 per day)

Table with 5 columns and 4 rows for meal tracking. Rows are labeled Date of Meals, Breakfast, Lunch, and Dinner.

Total cost of Meals per day

Summary row for meal costs with 5 columns and a dollar sign at the end.

LODGING: Number of hotel nights _____ x Hotel rate \$ _____
(Detailed receipts are required)

MISCELLANEOUS: Shuttle, taxi, parking, copies, office supplies, Airfare Insurance, Baggage etc.
(Detailed receipts are required)

Table with 5 columns and 3 rows for miscellaneous expenses. Rows are labeled Date of Misc., Item, and Cost.

REGISTRATION FEES: Registration fees for authorized attendance to events other than
TASN events, shall be reimbursable. (Receipts are required) \$ _____

Grand Total to be reimbursed \$ _____

Return Reimbursement to _____ Name of Meeting / Event _____
Address _____ Dates of Event _____
City/ State/ Zip _____ Location of Meeting / Event _____
Signature _____

RETURN TO: Texas Association for School Nutrition
5910 Courtyard Dr #230
Austin, Texas 78731
800-444-5189 Fax: 512-371-0125

Submit request for reimbursement within 30 days after the approved event

12.1.4 COMPENSATION AND TRAVEL

a) Official Travel

- i) Members of the BOD will be reimbursed for attending meetings of the BOD and for other authorized travel as required by the PPM.
- ii) Other association travel needs and special travel arrangements must be submitted in writing and shall be approved by the Executive Committee on a case by case basis.
- iii) Submit request for reimbursement within 30 days after the approved event.

b) Reimbursable Expenses and Rates

- i) Travel - The most economical mode of travel shall be chosen.
 - Airfare reimbursement shall not exceed economy fare; discount airfare should be used whenever possible.
 - Approved travelers will make their own reservations and will be reimbursed by TASN.
 - It is the responsibility of the approved traveler to make your flight arrangements at least two (2) months in advance to ensure the best price availability.
 - If the approved traveler chooses to fly instead of drive or vice versa, TASN will only reimburse for the least expensive option and the approved traveler will be responsible for the difference.
 - TASN requires and will reimburse approved travels to purchase flight cancellation insurance.
 - Vehicle Mileage: Travel by personal vehicle will be at the rate recognized by the State of Texas. Passengers of a vehicle will not be reimbursed for travel.
- ii) Meals and Lodging –
 - TASN will reimburse up to the state rate for meals for authorized travel.
 - Detailed receipts **are** required.
 - TASN will reimburse EC and/or BOD members at the contracted single room rate for all authorized nights for TASN approved meeting participation.
 - It is the responsibility of the approved traveler to reserve their rooms in advance to ensure the discounted or group rate will be applied.

Authorized nights are limited to:

- one night for BOD Meetings (Area Representatives, Committee Chairs)
 - one night for TASN Board Training
 - three nights for Conference for current Board (Reference page 12& 13 for a list of approved travelers)
 - two nights for Industry Seminar (for BOD members that are required to attend Reference page 12 & 13 for a list of approved travelers)
 - All Executive Committee members lodging for all TASN events for all authorized nights. TASN will reimburse EC and/or BOD members for a single room rate for all authorized nights for authorized participation in SNA events.
 - **Headquarters will make lodging arrangements for the Executive Committee members for TASN events. The Executive Committee is responsible to make their own Hotel reservations for all SNA events.**
- iii) Miscellaneous Allowable Cost – Receipts are required for actual transportation to and from the airport, airport parking, and taxis. Receipts are not required for customary and usual tips not related to meals (e.g., bellmen and other service gratuities).
 - iv) Registration Fees Headquarters will make arrangements for the EC members and/or BOD as approved in the PPM.
 - v) Non-Allowable Expenses
 - Social and/or personal entertainment.
 - Events not included in the registration package are not reimbursable.
 - Alcoholic beverages.
 - Car rental for personal business or sightseeing.
 - TASN event registration unless stated in the finance section of the PPM.
 - Room service charges
 - Personal telephone calls, including those to family or place of employment.
- ### c) Travel Advance Payment Procedures-
- Travel to TASN or SNA events is never intended to be a hardship on the traveler.
- i) Advance payment for authorized travel can be made by written request submitted to the ED at least ten days in advance of the event. (AR's first get approval for all travel through the AR chair).
 - ii) Any travel advance above the expenses incurred shall be refunded to TASN with the report of expenses within thirty days of the event.
 - iii) Payment - submit request for reimbursement within 30 days after the approved event. If submitted after the 30 days, the reimbursement will be declined.
 - iv) In the event that the traveler is unable to attend the event, you will be responsible for reimbursing TASN for the said funds.

Please sign and date: _____

Authorized travelers will be required to sign and date this form each time they are requesting travel, prior to the event.