

OREGON ADULT SOCCER ASSOCIATION

Policies and Procedures



Subject: Travel Reimbursement Policy

Effective Date: June 26, 2008

Date of Last Revision: June 4, 2011

When an individual is traveling on behalf of OASA, OASA will reimburse the following expenses, upon receiving an OASA expense report form and copies of appropriate bills, receipts, invoices, Internet or email confirmations or the like:

- Coach air fare for the individual only.
Frequent Flyer Miles – Travelers may retain frequent flyer miles earned while traveling on OASA business. However, travelers must book airfare based on the most cost effective rate whenever possible, irrespective of any frequent flyer mile benefit. Excess cost resulting from the use of a traveler's preferred airline will not be reimbursed. Because IRS regulations require that OASA reimburse only actual costs to the traveler, the use of frequent flyer miles for OASA purposes is not eligible for reimbursement.
- Lodging (hotel/motel room, Internet connection and tax only).
- Reasonable local transportation necessary to conduct OASA business (e.g., taxi, shuttle or car rental).
- Parking at local airport when leaving a car during a trip (at the economy lot rate or less only). If other transportation is used to get to and from local airport, then \$5 each way.
- Business service expenses while at the meeting (such as copy or FAX charges).
- Delegate or meeting registration fees and other reasonable meeting event charges.
- Food, if purchased out of pocket, on a per diem basis of \$40.00 per day.
- Mileage, if traveling by personal vehicle, at the rate of \$0.25 for each mile traveled on OASA business, unless the travel destination is within:
 - (A) for members of the OASA Board of Directors attending an OASA Board meeting, 100 miles (one way) of the starting point for the trip (normally home),
 - (B) for all others, 50 miles (one way) of the starting point for the trip (normally home or the OASA office)or
 - (C) the greater Portland metropolitan area.
- Expenses involving modest amounts, if approved by the President or the Operations Director as being for the good of the organization.

Other expenses, including but not limited to tips, in-room movies and entertainment, will not be reimbursed, but are included in the per diem.

Except for air fare, this policy shall apply to members of the Board of Directors traveling 100 or more miles (one way) to attend an OASA Board meeting.