

AMERICAN TURNERS

“Sound Mind
in a
Sound Body”



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RULES GOVERNING REIMBURSEMENT OF EXPENSES

Updated March 2018

Policy

All travel at the expense of the National Office must be approved by the National President and/or National Executive Committee, including but not limited to, members of the National Council, National Committees, and others attending scheduled meetings, or representing the American Turners on official business.

The intent of these rules is to provide the best possible means for traveling from one's home to another place to conduct business for American Turners. As a non-profit organization dedicated to the perpetuation of Turnerism, stewardship of our resources is essential by each of us. Our policy is to reimburse individuals for reasonable, proper, and necessary travel expenses incurred in conjunction with travel approved by the National President and/or Executive Committee. Further, our policy is that all travel be conducted in the least expensive manner.

Air Travel

Make reservations for the lowest coach fare possible. Anyone who makes a reservation after deadlines, resulting in higher priced tickets, must assume the difference in cost. No first-class tickets are allowed. Airline tickets in excess of \$500.00 must be approved by the Executive Committee.

Personal Vehicle

The current rate for mileage is shown on the latest version of the Expense Voucher. It is to cover all gas, oil, wear and tear on the vehicle. The rate will be adjusted every 6 months, automatically following the IRS Travel Expense Rules. Also allowed will be parking fees and toll road charges providing receipts are submitted with the expense voucher. Only one person is entitled to reimbursement for personal vehicle use which is not to exceed the total cost of airfare for all authorized attendees in the vehicle to and from the destination. The decision to drive should be made within 2 weeks after being notified of a National meeting or conducting official business. Search for the **best airfare price** and report the total cost of the airfare for all authorized attendees in the vehicle to and from the destination on your expense voucher. The National Office can then compare airfare vs. mileage when determining reimbursement for your travel expenses.

Rental Cars

This expense is allowed only if no other means are provided to enable an authorized officer to conduct National business between various locations. For a group of (4 or more) to attend National functions or conduct National business, cars or vans may be rented for local transportation. Prior approval of the National President is required for reimbursement of rental car expenses.

Bus, Train, Cab

If no other means of travel are possible this expense will be reimbursed under the same conditions as other travel with proper receipts.

Hotel/Motel Miscellaneous Services

Any room service or other services offered by motels/hotels will not be considered legitimate expenses other than airport shuttle and telephone calls to conduct National business.

Meals, Food

Individuals or Groups that are members of the National Council and / or members of the one of the three National Committees (Bowling, Cultural, and Health & Physical Education) will be compensated for expenses incurred for meals if patronizing Turner functions where meals are part of the activity and/or every member of the group is included. This includes banquets, National Council meetings and National committee meetings where a single total bill can be presented (tips not included). If no Turner Society is available for a meal, a food allowance of \$15.00 for the evening meal, \$10.00 for lunch and \$5 for breakfast if a free continental breakfast is not offered by the hotel or the hosting society is allowed. A 15% tip is allowable. *Costs for liquor are not a reimbursable item. Original receipts must accompany the expense voucher.*

Stationery, Postage, Telephone, Duplicating and Fax Expenses

When incurred during the course of National business, these expenses will be reimbursed by the National Office. An expense voucher must be submitted to the National Office, with receipts for all expenses attached. No expenses over \$15.00 will be reimbursed without receipts. District presidents, representatives and committee chairmen should be reimbursed by their respective districts for all expenses incurred for district business.

AMERICAN TURNERS EXPENSE VOUCHER

DATES _____

EVENT _____

NAME _____ MEMBER OF _____ COMMITTEE

ADDRESS _____ CITY _____ STATE _____ ZIP _____

MODE OF TRAVEL:

BY AIR - FROM _____ TO _____ TO _____ \$ _____

*BY CAR - MILEAGE START _____ FINISH _____ (TOTAL MILES) _____ @ .54 PER MILE \$ _____

***IF TRAVELING BY CAR, ADD THE COST OF AIRFARE HERE _____
(see attached Rules for Reimbursement) PLUS AIRPORT PARKING IF APPLICABLE.**

HOTEL EXPENSE _____ \$ _____

FOOD EXPENSE _____ \$ _____

OTHER EXPENSE - DESCRIBE _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

SIGNATURE _____ TOTAL EXPENSE \$ _____
(By Typing your name here, you are agreeing to the National Rules for reimbursement)

**NOTE: SCAN AND ATTACH ALL RECEIPTS INCLUDING AIRFARE, TOLLS, HOTEL BILLS, ETC.
NO EXPENSES OVER \$15.00 WILL BE REIMBURSED WITHOUT RECEIPTS.**

PAYMENT APPROVED BY _____ DATE _____

PAID BY CHECK # _____ ACCOUNT NAME _____ DATE _____

REPORT HERE SPECIAL OBSERVATIONS, FINDINGS, ITEMS OF INTEREST TO THE COUNCIL:

****Mileage Allowance Updated 03/28/2018**