

IMPORTANT

Membership Expense Reimbursement Policy

a. Travel

- (1) PLANE: Actual, most economical coach fare (with back copy of airline ticket required as receipt).
- (2) TRAIN OR BUS: Actual fare (with receipt)
- (3) AUTO:
 - (a) Fifty six and one half (56) cents per mile, round trip by shortest highway route. Mileage reimbursement cannot exceed the cost of coach plane fare.
 - (b) Mileage to and from the member's home to the airport at fifty six and one half (56) cents per mile.
- (4) AIRPORT SHUTTLE: SEA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other form of transportation is available.
- (5) PARKING: Actual costs of hotel parking.

b. Lodging

- (1) Half the cost of a double-occupancy hotel room (with copy of actual hotel bill as receipt). Those wishing a single room must pay the difference except for extenuating circumstances, which must be approved in advance.
- (2) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
- (3) Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable.
- (4) A maximum of six dollars (\$6.00) per day for portage is reimbursable.

c. Meals

Actual amounts paid including tax and tip, not to exceed \$70.00 for any one day will apply. Receipts are required for all meals. Extra meals required by auto travel are not reimbursable.

MEMBER EXPENSE STATEMENT

Date and Location of Meeting

Event/Conference

Name _____
Please Print

Address _____

DATE	Sunday /	Monday /	Tuesday /	Wednesday /	Thursday /	Friday /	Saturday /	Total Each Line
Breakfast	\$	\$	\$	\$	\$	\$	\$	\$
Lunch								
Dinner								
Lodging								
Shuttle								
Airfare								
Auto Mileage (\$)								
Parking								
Portage								
Registration								
TOTAL								
# of Miles								
ATTACH RECEIPTS FOR LODGING, TRANSPORTATION & REGISTRATION (Receipts are required for meals costing \$35.00 or more)								Total due \$