

CASBO Travel and Expense Reimbursement Policy and Procedure

The Colorado Association of School Business Officials shall pay the expenses of the Association President and Vice-President or a designee to attend the ASBO International Annual meeting.

The Colorado Association of School Business Officials shall pay the expenses of the Association Vice-President and Secretary/Treasurer or a designee to attend the ASBO Leadership conference.

The President, Vice-President and Secretary/Treasurer shall have their membership to ASBO International paid by CASBO

Reimbursable Expenses

All Board members are expected to keep expenses at or below the maximum GSA guidelines whenever possible. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the Executive Director may authorize the rate where lodging is obtained.

Meals: GSA guidelines based on the location of the work activities. There are currently six (6) tiers, the Colorado standard rate is at tier one (1) while Denver is at tier five (5). The first and last calendar day of travel is calculated at 75 percent. CASBO will only reimburse for meals not provided as part of the ASBO conference registration.

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

Lodging: Actual cost of reasonable accommodations, given the nature of the travel and the location of the ASBO International Annual meeting and/or the ASBO Leadership conference, will be reimbursed. All lodging expenses must be documented with a receipt.

The CASBO Board shall have their rooms paid for at the CASBO Annual and Fall Conferences or at any event that requires them to be away from home over night.

Transportation:

Air Travel: All airline travel must be coach or the lowest available fare. All travel expenses must be documented with a receipt. CASBO will pay up to \$400 for airfare or mileage expenses for each Board member traveling within the continental United States, or up to \$700 for those traveling outside the continental United States.

Baggage fees for one bag will be reimbursed.

Personal Car: Trips to and from the airport, necessary transportation to attend meetings, parking and car storage expenses will be reimbursed.

Mileage will be reimbursed at the allowable IRS rate per mile. Mileage to attend CASBO Board meetings and/or CASBO conferences is not reimbursable.

Airport Parking shall be reimbursed up to \$12 per day. Receipts are required for parking expenses.

Toll roads should be avoided whenever reasonable/possible.

Car Rental: this is not a reimbursable expense unless prior approval is given by the Executive Director.

Toll roads should be avoided whenever reasonable/possible.

Airport Transport fares: If airport shuttles are not available, Transport fare will be reimbursed. Expenditures over \$10 must be documented with a receipt.

Other Registrations, including membership fees, for ASBO Conferences and Conventions shall be reimbursed for the President and Vice-President or a designee. In addition, any events, mixers or banquets shall be reimbursed by CASBO.

CASBO Conference Fees and Membership Dues: Board members and Officers shall be exempt from paying conference fees. However, they are to pay for their Annual Membership dues.

Responsibilities:

It is the Board member or officer's responsibility to:

- Submit any required receipts for reimbursement
- Make hotel reservations and/or cancellations unless otherwise determined by the Board
- Make travel reservations and/or cancellations unless otherwise determined by the Board

Original Adoption Date: 1970

Revised: August 12, 2016