



# Air Force Association

1501 Lee Highway • Arlington, VA 22209

## Request for Reimbursement of Expenses

For Attendance at Board and Committee Meetings  
and Other Authorized Meetings

**For Accounting Use Only**

Date Submitted \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting Date \_\_\_\_\_

Meeting Date \_\_\_\_\_

Meeting Date \_\_\_\_\_

Amount to be donated in-kind: \$ \_\_\_\_\_

Amount Of Reimbursable Expense \$ \_\_\_\_\_

Vendor #	Voucher #	
Check #	Check Date	
Date Approv	Date Entered	
Account Number	Amount	Check Total
		Letter Sent

Type of Meeting \_\_\_\_\_

Type of Meeting \_\_\_\_\_

Type of Meeting \_\_\_\_\_

Signature \_\_\_\_\_

**DETAILS**

	Amount	Un-reim-bursable	Reimbursable
<b>Expense Reimbursement</b> (Maximum determined by the appointing authority) Attach original receipts per note below .....	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Transportation Allowance</b> (Maximum \$525.00) Round trip between _____ and _____ <small>(City, State)</small> _____ <small>(City, State)</small>	_____	_____	_____
<b>Air Fare</b> ..... Airline reservations should be made by taking full advantage of the many reduced fares offered by many air carriers. Reimbursement for transportation shall not exceed \$525. (Attach copy of receipt.)	_____	_____	_____
<b>Local Transportation</b> Mileage at the IRS standard rate (50.5¢ effective 1/1/2008) .....	_____	_____	_____
Parking .....	_____	_____	_____
<b>Totals</b> .....	\$ _____	\$ _____	\$ _____

# AFA Travel — Expense Reimbursement Policy

## REIMBURSEMENT POLICY FOR MEMBERS OF THE BOARD OF DIRECTORS, COMMITTEES, COUNCILS AND THE HEADS OF STATE DELEGATIONS

(Approved by the Executive Committee August 11, 2006)

1. The following travel and per diem policy is in effect for reimbursement of expenditures and payment of per diem relating to official Air Force Association travel. The purpose of these reimbursements is to defray a portion of the expenses of members of the Board, Committees, Councils and Heads of State Delegations to the National Convention. Reimbursement requests are to be submitted within 30 days of the date of meeting.
2. Expense Reimbursement: Actual expense incurred will be reimbursed to a maximum determined by the appointing authority. Receipts for lodging are required, but receipts are not required for meals and miscellaneous expenses that are under \$25. However, such meal and miscellaneous cost must be itemized on the reimbursement form.
3. Transportation: Actual transportation costs (air fare, private auto, train, etc.) will be reimbursed to a maximum of \$525. Auto mileage will be computed at the IRS Standard Rate subject to the \$525 maximum. Airline ticket stubs are required for reimbursement of air fares.
4. Local travel (home to airport, airport to meeting location, etc.) via taxi, bus or private auto will be reimbursed as part of the transportation allowance, subject to the \$525 maximum. Receipts are required for taxis and other commercial transportation.
5. Meeting Day Definition: "A meeting day" is one in which members attend a scheduled meeting as an official member of a board, committee, council, or attended an official function authorized by the appointing authority. A per diem will be paid for a non-meeting day when it is cost effective for the Association to do so. However, a request for an additional per diem must be made along with the explanation of the reason for the additional costs on the voucher.
  - a. For example: if a committee member has a meeting on Friday but stays over Saturday, a non-meeting day, to take advantage of the special airline discount. In this case an additional per diem will be paid if the net expense is less. Therefore, a meeting scheduled on a Saturday does not result in a double per diem.
  - b. If an individual has meetings on non-consecutive days, a per diem will be reimbursable for the day(s) between meetings unless transportation costs would be less.
  - c. An additional day of per diem is authorized if a meeting is scheduled to begin and end so that it is not practical for the individual to travel to the meeting site or return home on the day of the meeting. An example: if a committee member lives in California and the meeting is scheduled from 8:30 a.m. to 5:00 p.m. in Washington, DC, a second day would be authorized.
  - d. The National Convention business session is considered an official meeting for the Head of the State Delegation.
6. Exceptions to this policy must be approved in advance by the appointing authority.