



Request for Reimbursement

Must be submitted within 30 days of conclusion of the meeting. Claim forms received after 30 days are subject to rejection unless special circumstances exist and are approved by the Executive and Finance Committee

Payable to _____ Date _____

Mailing Address _____

City _____ State _____ Zip _____

CSNA Title _____ Chapter No. _____

Date/Purpose of Expense _____

INSTRUCTIONS FOR REQUESTOR: Please complete and sign form and **have it signed by the authorized person.** Submit to the CSNA office. Supporting invoices, receipts or itemized statement must be attached. Can be faxed or emailed Fax to: (818) 843-7423 or mail to PO Box 11376, Burbank, CA 91510 jnichols@calsna.org

EXPENSES

Transportation _____ Train _____ Plane _____ Bus _____ \$ _____

If your plane ticket was purchased at a rate higher than the 21 day advance purchase rate, CSNA reserves the right to reimburse only up to the 21 day advance purchase price. If your plane ticket receipt does not show the 21 day advance purchase date, please provide an explanation as to why the reservation was made late.

_____ Car Mileage _____ x .70 = \$ _____

Hotel _____ Day(s) at \$ _____ Per Day = \$ _____

Rooms are covered for no more than the day before the meeting (if it is not possible or economical to arrive the morning of the meeting) and departing day of (if feasible) or day after conclusion of meeting. **Room allowance will be one-half the rate of a standard double room or as budgeted.**

Meals*

Date	Breakfast	Lunch	Dinner	Total #

A guideline for fractional days is: Breakfast \$15.00; Lunch \$20.00; Dinner \$40.00.

#24 hour period not to exceed \$75

Meal total \$ _____

(*Members are expected to attend **all** meal events provided as part of a paid conference or event; meals eaten on your own in place of those offered at the event **will not** be reimbursed; please do not add them to request.)

Other (Itemize and include receipts)

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Reimbursement Due \$ _____

Zelle _____ If no zelle provided, check will be mailed to address above.

Requestor Signature _____

Authorizing Signature _____

All reimbursement vouchers shall be signed as follows: Committee members to be signed by Committee Chair; Regional Coordinators to be signed by Membership Director; Continuing, Liaisons, Special Standing Committee Chair and State Officers to be signed by the President; President to be signed by the President Elect.

See back side for Standing Rules pertaining to reimbursements

CALIFORNIA SCHOOL NUTRITION ASSOCIATION, INC.
REIMBURSEMENT GUIDELINES

REIMBURSEMENTS

➤ All expense claims forms shall be submitted on CSNA form “Claim for Reimbursement” and submitted to the CSNA Office within 30 days in order to be eligible for reimbursement. Claim forms received after 30 days are subject to rejection unless special circumstances exist and the circumstances are approved by the Executive and Finance Committee

All reimbursement vouchers shall be signed as follows:

- Committee members to be signed by Committee Chair
- Regional Coordinators to be signed by Membership Director.
- Committee Chair and State Officers to be signed by the President.
- President to be signed by the President Elect.
- Other invited members/guests to be signed by President

➤ **Board of Directors Meetings and CSNA Leadership Workshop** - Reimbursement for travel up to the current IRS mileage rate or 21 day advance purchase coach airfare, whichever is the lesser of the two will be covered for the following positions:

- Executive and Finance Committee members
- Regional Coordinators
- Committee Chairs
- Committee Co-Chairs - for certain meetings as authorized by the President and as budgeted each year (if applicable, this will be spelled out on the board meeting registration form.)
- Chapter Presidents or Chapter Delegate
- Chapter President-Elect/Chapter Vice-President - for certain meetings as authorized by the President and as budgeted each year (if applicable, this will be spelled out on the board meeting registration form.)
- Others invited by the President and as budgeted each year

➤ Reimbursement for **official CSNA Business** - CSNA Officers, Area Coordinators, Committee Chairs, committee members and other approved members traveling on approved CSNA business shall be reimbursed for transportation, rooms, meals, and other authorized expenses at the same rate of reimbursement for Board of Directors meetings.

Transportation: Air Travel:

- **All** airline tickets need to be purchased 21 days or more in advance in order to secure an affordable airfare. In an effort to control costs, the lowest logical coach fare (including the cost of checked and carry-on bags) is necessary. Airline tickets for in-state travel costing more than \$400 round trip require approval of CSNA Leadership in advance of the ticket purchase. Airline tickets costing more than \$600.00 round trip for out of state travel require approval of CSNA Leadership in advance of the ticket purchase. Airport choice should be made for best total travel costs. (including mileage to and from airport). CSNA does not cover the cost of added insurance, premium seat selection or priority boarding, or upgrades to ticket classes to receive those benefits.

Other Reimbursable Transportation Expenses:

- Checked baggage fee for one piece of luggage when traveling three days or more; two pieces when traveling seven days or more – prior approval for exceptions are required.
- Airport economy parking
- Airport transfers (taxis, shuttles, Uber, Lyft, etc.) or personal car mileage to drive to and from the airport, whichever is the lesser of the two (including airport parking).
- Mileage is reimbursed in accordance with the current Internal Revenue Service allowance.

NOTE: Rental cars are not eligible for reimbursement unless there are special circumstances that are approved in advance by CSNA Leadership.

Transportation: Mileage:

Reimbursement for travel up to the current IRS mileage rate or 21 day advance purchase coach airfare, whichever is the lesser of the two.

Meals:

For all approved or budgeted travel, a per diem will be paid to a maximum of \$75 (including tip and tax) in one 24 hour period. Members and staff are expected to attend all meal events provided as part of a paid conference or event and additional meals will not be reimbursed, and the per diem will be reduced to account for that meal. A guideline for fractional days is: Breakfast \$15.00; Lunch \$20.00; Dinner \$40.00.

Hotel:

Room allowance will be one-half the rate of a standard double room or as budgeted. If travel is in conjunction with a conference, reimbursement will be based on the hotel registration cost published in association with the meeting or conference attended, and will cover only the nights necessary to attend the conference unless prior written approval is obtained. CSNA will not reimburse for rates above the conference rate unless circumstances are approved to justify the late registration or increased amount. Other hotel accommodations shall be booked in advance, at cost-effective rates, in an easily accessible location, so as not to incur additional ground transportation costs.

Overnight stays for Meetings

Overnight stays may be approved at the discretion of Leadership Team for In-Person meetings. Prior written approval is required for reimbursement. Approval will be made on a case-by-case basis.

Criteria may include:

- Early or Late meeting start times for in-person meetings
- Lengthy Travel time due to in-efficient air travel accessibility

Tipping:

Tipping should be reasonable and customary and not exceed 20%. A tip of greater than 20% may be subject to payment by member.

- **Registration for Attendance:** CSNA President, President-Elect and Vice President will not be charged registration for CSNA events they are required to attend (Conference, LAC and Industry Seminar.) The Committee Chair will not be charged registration for the CSNA event that they are planning (i.e. Conference Chair for Conference, PP&L Chair for LAC and Industry Seminar Chair for Industry Seminar.) CSNA will reimburse travel, room and meals for these same positions, based upon the reimbursement guidelines outlined under “Official CSNA Business” listed above.
- Prior approval shall be obtained from the President for reimbursement not authorized in the above policy or other non-budgeted expense.
- Points, frequent flyer points/miles, loyalty and/or cash back rewards: Any volunteer, member or contractor is eligible to keep any awards points for their flights, room stays, etc. or things they purchase on behalf of the association. If individuals would like to charge flights, rooms, registration fees, or anything else on their own card and submit for reimbursement (within the associations reimbursement guidelines outlined above and/or budget), they are free to do that and keep the points or rewards they may receive. Hotel stays do not count for awards points if they are comp room nights or put on a rooming list and paid directly by the association. If you would like to get night credit and/or point credit for your hotel stays for board or leadership workshops or for conferences that are not comped nights, let the CSNA office know in advance that you

would like to pay for the room yourself and submit back for reimbursement. Make sure you also give your reward number to the hotel when you check in so they can credit your stay to your account. This is the only way the hotel will process individual credit/points from a rooming list.

- In all negotiations, whenever possible, our contractors will work to get concessions negotiated in lieu of points (i.e. additional comp rooms, upgrades, lower rates, etc.)

If you have any questions on this reimbursement policy, please contact the CSNA Treasurer treasurer@calsna.org or Executive Director, Janine Nichols, jnichols@calsna.org