



## TRAVEL REIMBURSEMENT INSTRUCTIONS May Board Meeting 2015

Please send questions to Megan Lee at [mlee@secoora.org](mailto:mlee@secoora.org) or 843.864.6755

- 1) SECOORA follows Federal travel regulations, unless otherwise indicated below.
- 2) Travel reimbursement is available only after travel has occurred.
- 3) Domestic meal reimbursement and lodging rates are available at <http://www.gsa.gov> (look for the per diem link). Click on the appropriate state/locale to determine the appropriate lodging and meal rates. One may not exceed these amounts. Incidental expenses are not reimbursable.
- 4) Meals included in registration cost or otherwise provided at a conference/workshop/meeting are **NOT** subject to reimbursement (see below a list of what meals you are able to claim). Per Federal guidelines, the cost of alcohol is not reimbursable.
- 5) Meals will be reimbursed as follows:
  - Breakfast: Depart before 6:30 am and return after 11 am
  - Lunch: Depart before 11 am and return after 1:30 pm
  - Dinner: Depart before 5:15 pm and return after 8:30 pm

**Per Diem Reimbursement Rates for Jacksonville, FL are:**

Breakfast: \$ 7.00  
Lunch: \$11.00  
Dinner: \$ 23.00

MEALS that SECOORA is already paying for at the meeting\*

\* **You are NOT able to claim the following meals for reimbursement:**

Tuesday May 19, 2015

- Lunch

MEALS that SECOORA is not paying for at the meeting\*

\* **You ARE able to claim the following meals for reimbursement:**

Monday May 18, 2015

- Lunch (depending on departure time – see #5 above)
- Dinner (depending on departure time – see #5 above)

Tuesday May 19, 2015

- Breakfast (depending on departure time – see #5 above)
- Dinner

Wednesday May 20, 2015

- Breakfast (depending on departure time – see #5 above)

- 6) **Receipts must accompany all expenses except for meals.**
- 7) Departure/arrival time refers to the time you *departed* for your destination on the first day of travel and *arrived* back at the point of origin on the last day of travel.
- 8) Mileage is reimbursed at \$0.575/mile. **A Google (or other) map from origin to destination must accompany the mileage request.**
- 9) **PLEASE NOTE: SECOORA will ONLY reimburse for one-night hotel stay at \$83/night. If you think you may need more than one night reimbursement you must contact Megan Lee at [mlee@secoora.org](mailto:mlee@secoora.org) for prior approval.**
- 10) **Parking:** SECOORA has been given a discounted self-parking rate of \$10/day. **SECOORA will only reimburse for \$10/day. Please be sure you receive the correct rate. SECOORA does not reimburse for valet parking.**
- 11) When flying, one must travel from the nearest airport to headquarters (home/office), unless traveling to another airport is equal to or lower in cost. This total cost includes airfare, as well as mileage or other transportation to/from the airport. In requesting travel approval, one must demonstrate this by providing mileage calculations and airfare estimates. **SECOORA will not reimburse for First Class tickets.**
- 12) **Please sign your travel form and provide your telephone number as well as your address (SECOORA will send payment to this address). Please also submit the form to Megan in an Excel format.**
- 13) Forms and receipts may be emailed to Megan Lee at [mlee@secoora.org](mailto:mlee@secoora.org)