



## TRAVEL REIMBURSEMENT INSTRUCTIONS Board Meeting December 2012

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

- 1) SECOORA follows Federal travel regulations, unless otherwise indicated below.
- 2) The SECOORA Executive Director must approve all travel and related reimbursements. Staff and contractors must provide an estimate of costs for approval prior to travel. 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) **Receipts must accompany all expenses except for meals.**
- 6) 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.
- 7) Mileage is reimbursed at \$0.55/mile. **A Google (or other) map from origin to destination must accompany the mileage request.**
- 8) **PLEASE NOTE: SECOORA will ONLY reimburse for one hotel night at the negotiated \$119/night rate.**

9) **PLEASE NOTE: SECOORA will NOT be paying for transportation to and from the Georgia Aquarium Tour. The cost is \$28/person please bring cash or a check.**

10) 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.

11) 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

MEALS that SECOORA is already paying for at the meeting

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

Wednesday December 5, 2012

- Lunch

Thursday December 6, 2012

- Breakfast
- Lunch

MEALS that SECOORA is not paying for at the meeting

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

Wednesday December 5, 2012

- Dinner

**12) Please sign your travel form and provide your telephone number as well as your address (SECOORA will send payment to this address).**

13) Forms and receipts may be emailed to Megan Lee at [mlee@secoora.org](mailto:mlee@secoora.org)