



Travel Expense Reimbursement Request Form

Date: _____

Activity/Event Attended: _____

Group Represented (i.e. committee, Board, volunteer, etc.): _____

Name: _____ Signature: _____

Location Visited: _____

Dates of Travel: From _____ To _____

Address to Send Reimbursement:

Street: _____

City _____ State: _____ Zip: _____

Expenses	Public Carrier	\$ _____	(Receipt required)
	Private Automobile	_____ miles at <u>57.5¢</u> /mile	
	Lodging	_____	(Receipt required)
	Meals	_____	(Detail on reverse)
	Car Rental	_____	(Receipt required)
	Gas	_____	(Receipt required)
	Tips	_____	(Detail on reverse)
	Entertainment	_____	(Detail on reverse)
	Taxi	_____	(Receipt required)
	Telephone	_____	(Detail on reverse)
	Parking & Tolls	_____	(Receipt required)
	Other Expenses	_____	(Detail on reverse)
	Total Expenses	\$ _____	

Approved by Name: _____

Signature: _____

Date: _____



**Texas Chapter
International Society of Arboriculture (ISAT)
Travel Reimbursement Policy
(Approved 12/13/2013)**

STATEMENT OF POLICY

It shall be the policy of the ISA-Texas Board of Directors to reimburse travel expenses as authorized by the Board. Unless other arrangements have been authorized by the Board, travel reimbursement shall occur at the following rates and under the following criteria:

1. Travel shall be restricted to the least expensive transportation alternative (mileage or airfare).
2. Airfare reservations (coach class) should be made at least three to four weeks prior to travel, in order to incur the lowest possible travel costs for the Chapter.
3. Mileage shall be reimbursed at the published IRS rate per mile.
4. Lodging shall be reimbursed at a rate not to exceed the rate of the event hotel, if applicable. If an event hotel is not available, lodging reimbursement shall not exceed the rate of adjacent high quality motor hotels, such as Holiday Inn Express, Hampton Inn, Comfort Inn, or similar.
5. Automobile rental is discouraged, but may be reimbursed if deemed appropriate by the President.
6. Reimbursement for meals and incidentals shall not exceed the GSA per diem rates (<http://www.gsa.gov/portal/category/104711>)
7. Total reimbursement may be limited by prior Board action.
8. Receipts are required for lodging, public transportation, parking, tolls, and airfare.
9. Miscellaneous expenses must be approved by the President.
10. The "Request for Reimbursement" form must be submitted within 60 days of return.