



CESA State Board Policy

Title	Travel Reimbursements Policy	Original Approval Date March 1, 2013
		Revision & Re-adoption Date(s) June 2024 December 2023 Jan 2017 April 2016
Purpose	The purpose of this policy is to define the Association Board reimbursement policies for travel and other approved Association-related expenses.	
Section	The Association Board adopted the following policy:	
1.0	Expenses related to attendance at Association Board meetings may be reimbursed. Reimbursement requests must be accompanied by an expense report, outlining all allowable costs and associated receipts.	
1.1	The CESA Association Board members or designees representing CESA at other meetings or events will not automatically receive travel, mileage, or other auxiliary reimbursements unless approved by the Officers of the Association Board (President, Vice-President/Secretary, and Treasurer).	
2.0	Other travel expenses related to the business of the Association must receive prior written approval from the Officers of the Association Board. This includes committee chairs participating in person at the annual state board strategic planning meeting when the budget allows. Determination to grant this to a committee chair should be made 2 months prior to the state board strategic planning meeting.	
3.0	Mileage reimbursement in a privately owned vehicle will be reimbursed at the current federal government-approved rate based on the city where the meeting or event is occurring.	
4.0	Parking and tolls associated with Board meeting travel may be reimbursed. Reimbursement requests must be accompanied by receipts/proof of payment.	
5.0	Air travel (coach/economy) should be made as far in advance as possible in order to take advantage of reduced fares. Airline tickets in excess of \$300 must receive prior approval of the majority of the Officers of the Association Board. If not already included in the cost of the airline ticket, costs associated with one piece of luggage may also be covered.	
6.0	In cases where cancellation fees/penalties are incurred as a result of a change of plans, the fees will be reimbursed if there is a valid business reason for the change of plans and approval of the Officers of the Association Board. Acceptable reasons include the Association canceling or altering the trip, or delays in flight connections.	

7.0	Automobile rental costs are allowable expenses when necessary. Directors and Members-at-large are expected to use the lowest-cost rental available.
8.0	Ground transportation expenses are allowed when necessary. Directors are expected to use the most cost-effective form of transportation available.