NJ GLASS & METAL CONTRACTORS ASSOC.

Travel Expense Reimbursement Form

Event: ______________________________

Dates of Travel:						

							Totals:
Airfare/Rail							
Mileage							
Rental Car							
Taxi/Limo							
Parking/Tolls							
Lodging							
Phone/Fax							
Breakfast							
Lunch							
Dinner							
Tips							
					Total reimbursement request:		

Please attach receipts and appropriate documentation for all expenses.

Name: ______________________________

Company: ______________________________

Address: ______________________________

____

____

I want NJG&M to make the check payable to: _______ Me _______ My Company

Signature :______________________________ Date: ______________

NEW JERSEY GLASS & METAL CONTRACTORS ASSOCIATION (NJG&M)
TRAVEL EXPENSE REIMBURSEMENT POLICY – Policy Statement

NJG&M elected leadership has a solemn fiduciary duty to ensure that funds entrusted to NJG&M by its members and supporters are appropriately used in furtherance of the Organization's mission to improve the business environment of union glazing contractors. NJG&M also recognizes the critical role our leaders play in fulfilling that mission. They contribute their time, energy and expertise, often at the expense of their own businesses' pressing needs. While many not-for-profit organizations expect directors and other volunteers to contribute their own funds to cover travel expenses on association business, NJG&M has chosen to encourage quality volunteer participation in the organization by assisting with payment of NJG&M-related business travel expenses.

Recognizing that members expect NJG&M to wisely and conservatively use funds for such purposes, the Association will reimburse actual and reasonable business-related travel expenses incurred in the performance of NJG&M responsibilities. The following are the procedures and guidelines for that reimbursement. However, the President and Executive Director have the authority to make reasonable adjustments to these guidelines when circumstances so dictate.

Process:
Expense reimbursement requests are to be submitted and supported by evidence of proof of purchase (e.g. receipts). Please use the NJG&M form for making such requests. Requests for reimbursement should be submitted to the national office as soon as possible after the event for which the expense was incurred. Requests for reimbursement submitted more than 90 days after the expense was incurred will not be honored.

Receipts:
We require that itemized documentation be submitted for all items in excess of $25 for which reimbursement is being requested. It is preferred that receipts for all expenses be obtained. When requesting reimbursement for airfare, please submit the passenger coupon from your airline ticket, not the invoice from the travel agency or receipt from your credit card. For hotel expenses, please attach your itemized bill to your expense reimbursement statement.

A copy of your credit card receipt is not usually considered acceptable documentation. Only original receipts should be submitted unless the nature of the trip is such that receipts and reimbursement requests must be submitted to multiple organizations.

Covered Period:
Expenses will be reimbursed for the time period covered by the meeting, plus any additional time necessary for travel. That is, if a meeting starts in the morning, then expenses may be reimbursed for travel the evening before. Likewise, expenses will be reimbursed for travel the day after the conclusion of the meeting. The only exception to this rule will be if it is more practical to come early or stay later to take advantage of deep discounts on airfares for Saturday night stays provided such early arrival or later departure results in a net lower cost to the Association. Expenses incurred before or after the days outlined in this policy are not reimbursable.

Permissible Reimbursements:
The following are guidelines for what items constitute reimbursable expenses:

1) AIRFARE – Reimbursement for airfare will be at discounted coach rates. Obtain discount fares by booking in advance of departure. You are encouraged to make reservations as far in advance as possible to take advantage of discount fares and to make use of any special fares that may have been negotiated with specific airlines. Because of the amount and distance many volunteers are

required to travel on NJG&M business, the purchase of upgrade stickers through airline travel programs are a reimbursable expense as long as the traveler is not required to pay full coach airfare for the use of these upgrade stickers.

2) HOTELS – Hotel accommodations should be made for single or double rooms as appropriate in the circumstances. Personal expenses such as dry cleaning services, movie rental and mini bar are generally non-reimbursable items.

3) MEALS – Meal expenses vary from city to city, but the following should be used as a guide to acceptable expenditures for meals: Breakfast – maximum $20; Lunch – maximum $40; Dinner – maximum $60. If the traveler is requesting reimbursement for meal expenses which include the cost for others, provide their names on the back of the receipt provided.

4) CAR RENTAL – Car rentals will only be permitted when required for access to a meeting site as the most reasonable alternative.

5) PRIVATE AUTO – Compensation for use of a personal automobile will be at the current IRS approved rate. Reimbursement for use of a personal auto plus parking cost should not exceed the lowest available coach airfare.

6) TIPS – Tips are to include those for porters and bellmen. Tips for meals should be included under meal expenses. Likewise, tips for cabs should be included under taxi expenses.

7) SPOUSE TRAVEL - NJG&M does not reimburse for spouse travel. When spouses accompany the member or staff person to NJG&M meetings, spouses are welcome to attend appropriate group functions and meals at NJG&M expense. Further, at the discretion of the Association President or Executive Director, when a director or officer is representing NJG&M at an event where spouse attendance and participation is virtually required, then the expenses for the spouse will be covered by the Association provided such arrangements are made with NJG&M prior to the event.

October 30, 2009