

AGA Des Moines Chapter Expense Reimbursement Policy

- **Travel Reimbursement** – provided funding is available in the budget, the Chapter will provide travel reimbursement as follows:

★ If traveling on work time; it is the responsibility of the member to understand his/her employer's travel policies.

- Travel expenses are not reimbursed until travel is completed. The Chapter Treasurer has a debit card, which may be used to pay directly for expenses incurred prior to travel such as airfare and registration fees.
- Reimbursable expenses include:
 - ✓ Early (reduced rate) conference registration fee
 - ✓ Travel expenses (mileage, airfare, parking, taxi, shuttle service, checked baggage, etc.)
 - ✓ Meals not provided at the conference - the maximum includes any daily combination of food, non-alcoholic beverage, tax and tip. Receipts are not required to be attached to the travel claim but should be retained by the member until reimbursement has been received and made available for review upon request.
 - ✓ Lodging, starting with the night prior to the first event attended and each night through the conclusion of the conference (at the conference rate)
- The Chapter will reimburse for actual meal expenses incurred, in excess of reimbursements made by others, at the current AGA National rates found on the AGA National website at <https://www.agacgfm.org/My-AGA/Chapter-Resources.aspx> . (You must sign in with your AGA log in.) The National travel guidelines are located on the **Chapter Resources** page, under **Information**. (If there is a conflict between the National guidelines and the Chapter's guidelines included in this policy, the Chapter's guidelines will be followed.)

Information

- [Chapter Leadership Handbook 2018-2019](#)
- [Regional Leadership Handbook 2018-2019](#)
- [Tools for Chapter Administration](#)
- [Preparing for Your Chapter Year](#)
- Chapter Treasurers
[Resources, Handbook and Presentation](#)
- [Chapter Prototype Bylaws](#)
- [Chapter Charter & Anniversary Dates](#)
- [AGA Tax Status - 501\(c\)\(3\)](#)
- [Travel Guidelines](#)

- Requests for reimbursement of travel-related expenses must be submitted to the Chapter Treasurer within 30 days of the conclusion of the conference on the AGA National expense reimbursement form. The expense report is located on the **Chapter Resources** page, under **Requests**.

Requests

- [Marketing Materials Request](#)
- [Chapter Visit Request](#)
- [NCSF Donation Match Request](#)
- [Expense Report \(Excel\) 2018](#)

National AGA Sponsored Events

National Professional Development Training (PDT)

In the past, National AGA has typically provided two hotel scholarships per chapter.

- The Chapter will reimburse the President for reasonable amounts, in excess of reimbursements from other parties, to attend the National PDT.
- If the President is unable to attend, another CEC member will be allowed to travel in his/her place with the same reimbursement rules. It is at the President's discretion to select the attendee to take his/her place. This opportunity could go to a current CEC member or used as an incentive to attract CEC new members.
- The CEC must vote to approve sending more than one CEC member to the PDT, as well as, approve the budget for reimbursing the additional individual(s).
- The President or a current CEC member will use the scholarship(s) provided by National. Any scholarships provided by National that are unused by the President or a current CEC member, will be declined by the Des Moines Chapter, in order to save National AGA expenses.

Sectional Leadership Meeting (SLM)

In the past, National AGA has typically paid all reasonable expenses for the Chapter President-elect and one additional current CEC member to attend.

- The Chapter will reimburse the President-elect and one additional CEC member to attend the SLM. National typically pays all reasonable expenses for two CEC members. It is at the President-elect's discretion to decide the attendees. This opportunity could go to a current CEC member or used as an incentive to attract new members.
- The CEC must vote to approve sending more than two CEC members to the SLM, as well as, approve the budget for reimbursing the additional individual(s).
- Any scholarships provided by National that are unused by the President-elect or a current CEC member, will be declined by the Des Moines Chapter, in order to save National AGA expenses.

Miscellaneous Expense Reimbursement

- Receipts for miscellaneous expenses such as supplies purchased for Lunch N' Learn, Webinar, Seminar and CEC meetings should be submitted to the Treasurer within 30 days of purchase. The Treasurer may process the payment without further approval if the expense is within budgeted expenses. If the expense is not within the budget, it must be approved by the CEC before reimbursement is made.