

**Association of Government Accountants  
Nashville Chapter  
Policy No. 6 - AGA Travel Reimbursement Policy**

*Purpose* – to address the possibility of members requesting mileage reimbursement for community service activities or travel reimbursement for assisting at out of town educational events.

Community Service Projects

In the past, it has been understood that Members who participate in Community Service projects and activities are donating their time and whatever expenses go with completing the assigned task. Realizing that the Nashville Chapter's Community Service Projects are beginning to extend outside of the immediate vicinity of Nashville and Davidson County, the need exists for reimbursement guidelines.

Mileage reimbursement for Community Service Projects will be considered for distances over 50 miles from Nashville if requested in advance and approved by the CEC prior to the trip. The rate of reimbursement will be based on the State of Tennessee's mileage rate and expense request forms.

For National AGA Service Projects such as the Katrina Habitat for Humanity project, reimbursement for travel expenses will be evaluated by the CEC in advance of the project based on budgeted funds. The CEC will discuss and determine the travel amounts for the project and the amount will be reflected in the CEC minutes. Chapter members will then be made aware of what the chapter will cover.

The request must be approved in advance by the CEC. The rate of reimbursement will be based on the State of Tennessee's Travel regulations and expense request forms.

Educational Events

For those members assisting with the Nashville Chapter's out of town educational events, which are not already reimbursed by their employer, reimbursement for lodging, mileage, and per diem will be considered. The request must be approved in advance by the CEC. The rate of reimbursement will be based on the State of Tennessee's Travel regulations and expense request forms.

The Nashville Chapter's website will link to the appropriate State of Tennessee website to access the on-line versions of the State of Tennessee's Travel Regulations and Travel Reimbursement forms.

Prepared by: Angela McElrath-Prosser, Co-Chair – Finance Committee  
Adopted by the CEC 10/01/07