

The NATIONAL FRATERNITY of the SECULAR FRANCISCAN ORDER - USA

Office of the Treasurer

TRAVELER'S GUIDELINES - POLICY ON REIMBURSEMENT OF TRAVEL RELATED EXPENSES Effective January 1, 2016

A. Meals in transit.

1. Reimburse: actual reasonable expense, including taxes and tips.
2. Receipts required, where available.
3. **Not to exceed \$55 per day.** Allowance allocated:
Breakfast: \$13.00, Lunch: \$16.00, Dinner: \$26.00.

B. Lodging in transit.

1. Reimburse: actual reasonable expense, including tax.
2. Receipt required, where available.
3. **Not to exceed \$125 per day.**

C. Travel by personal automobile.

1. **Reimburse \$.30 per mile** (this takes into consideration "wear and tear")
2. Details required – list travel from/to and total miles
3. Not to exceed reasonable airfare.

D. Airfare.

1. Reimburse: **actual coach fare paid.** Use "expedia" or similar website to obtain list of lowest fares among airlines in the market.
2. Receipt and itinerary required.
3. Not to exceed standard mileage rate for any destination not exceeding four hours driving time (per AAA guidelines).

E. Train and long distance bus.

1. Reimburse: **actual reasonable fare paid.**
2. Receipt and itinerary required.
3. Not to exceed reasonable airfare.

F. Taxi, subway, short distance bus.

1. Reimburse: **actual fare paid plus reasonable tip where necessary.**
2. Receipt required where available.

G. Miscellaneous. Reimburse: **actual reasonable expense incurred.**

1. Other tips (e.g., baggage handling/wheelchair services).
2. Airport parking (use "long term parking", it's cheaper).