

PGA Annual Meeting

Reimbursement Procedures For Section Travel

Travel

The PGA will reimburse attendees the cost of the lowest airfare of any airline to the destination that is booked at least **14 days in advance**. Once a ticket is completed any changes to the ticket will be the responsibility of the traveler and **should not be charged** to The PGA. If The PGA changes the date of a meeting after it has been announced, The PGA will pay the change fee.

Lodging

The PGA will reserve four (4) rooms for three (3) nights for the Section Executive Director, President, Vice President and Secretary (or any replacements arranged through the Executive Director) and pay for room and tax fees for these four rooms. Any incidentals charged to the room will be the guests' responsibility. Any Alternate Delegates or Section Guests, in addition to the four rooms, will be at the guests' expense as well.

Exceptions can be made if an attendee can save a significant amount of airfare by arriving earlier than the preceding day of the event. However, PGA staff must approve it.

Rental Cars/Cabs

PGA will reimburse the costs of a cab to and from the airport, as well as for dinner on Saturday, Nov. 6. The fact sheet on the destination will advise attendees what type of transportation will be reimbursed. Rental car expenses will not be reimbursed.

Meals

Attendees will be reimbursed for meals on days traveling to and departing from an Association function. Attendees will also be reimbursed for meals that are not included on the meeting days. These figures are inclusive encompassing cocktails, wine, service charges, tax, gratuities, etc. No stand-alone bar bills will be reimbursed. The maximum allowance for meals are: breakfast - \$30.00, lunch - \$30.00, dinner - \$65.00 per person.

Phone Calls

The Association will reimburse any business phone call while the attendee is away from his/her work, but only when a **credit card is used** in conjunction with the call. **The Association will not reimburse direct phone calls from a hotel.**

Submission of Expense Reports

Submitting accurate expense reports in a timely fashion is imperative for quick reimbursement of business expenses and to meet certain IRS requirements. Each business trip should be documented and submitted on a separate expense report and should include all expenses related to the trip (e.g., airfare, ground transportation, meals, etc.). **Expenses older than 30 days will not be reimbursed unless there are extenuating circumstances documented in a memo attached to the expense report.**

Documentation

Association policy requires that all expenses of \$25 and more be documented by an **original** invoice/receipt, attached to the expense report. Except for situations when no

other form of documentation is available (e.g., rental cars), the cardholder copy of a credit card receipt is unacceptable. Tabs (chits) from the bottom of restaurant order pads will not be accepted.

An original underlying hotel bill, car rental bill, airline passenger receipt, original invoice or other receipt must be submitted in order to obtain reimbursement. Except in specific instances where no other receipt is issued, credit card statements or facsimile receipts returned with monthly statements **are not** acceptable documentation. Receipts that are photocopied, torn, or otherwise altered **will not** be accepted.

EXPENSE REPORT	NOTATION REQUIRED	SUPPORTING DOCUMENTATION
Mileage: Enter the amount to be reimbursed in the proper dated column. (calculated on expense report)	Document the date, total miles traveled, total cost (total miles multiplied by the current mileage reimbursement rate of \$0.50 cents per mile), locations traveled from and to and the business purpose. Only mileage from place of work to meeting site is able to be expensed.	Not Applicable.
Airline Transportation: Enter the amount to be reimbursed in the proper dated column.	Only airline tickets, which have been used for travel, may be submitted for reimbursement. Any unused airline ticket must be returned to PGA Travel for credit and cannot be submitted on an expense report for reimbursement.	Attach the original airline passenger receipt.
Automobile Rental: Enter the amount to be reimbursed in the proper dated column.	Not Required.	Attach the original car rental payment receipt and documentation showing renter's name and dates of rental.
Hotel: Enter the hotel charges to be reimbursed in the properly dated column.	Not Required.	Attach the original hotel folio (itemized statement) and original payment receipt.
<i>Special Note: Only hotel charges (i.e., room charge, city, state, and other taxes) should be recorded in Hotel Room Charges. All other charges (i.e., room service, laundry, telephone) must be split out and recorded in their respective expense categories.</i>		
Personal Meals: Enter the amount to be reimbursed in the		

proper dated column and in the appropriate meal category.	
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