POLICIES AND PROCEDURES

Reimbursements
Code: TR-001

Background

The following reimbursement policy is effective for events sponsored by the Alumni Association, (Board of Trustees meetings, Class President's meetings, Chapter President's meetings, Standing Committee meetings, etc.) The President/CEO reserves the right to amend the policy as necessary.

Policy

The Alumni Association will reimburse or allow contribution credit to those individuals attending the above referenced meetings for the following items:

- **Transportation:** From point of origin (within the continental United States) to Annapolis and return, airfare or mileage, whichever is less expensive, at the then current government rate.
- **Lodging:** The Alumni Association will only reimburse the amount of the guaranteed rate secured at our designated hotel. If the meeting attendee does not reserve the room by the required date, or does not stay at our designated hotel, the attendee will not be reimbursed for any amount above the contracted amount.
- **Misc.: The Alumni Association will not reimburse OR allow contribution credit for the following expenses: meals, tips, telephone, rental cars, taxi, shuttle services, parking (airport, hotel etc.), incidental mileage incurred to and from airport or while attending the event.**

Procedure

- The attached form shall be used **for those expenses to be accepted as a contribution OR a reimbursement for expenses,** to the Association in the attendee's name.
- Both forms must have all applicable receipts attached. Forms without receipts will be returned to the individual, and will not be processed until all necessary documentation is received.
- Forms are to be forwarded to the Treasury department for processing. Reimbursement checks are processed in regularly scheduled accounts payable cycles, on the 10th and 25th of each month. **Claims must be submitted within 30 days from the travel date.**

Submitted by:

Geraldine S. Farmer
Comptroller

Approved by:

Bryan J. Roach
Sr. V.P., Finance & Administration

Updated May 1, 2018

BOARD AND STANDING COMMITTEE MEMBERS
UNITED STATES NAVAL ACADEMY ASSOCIATION & FOUNDATION
TRAVEL EXPENSE REIMBURSEMENT REQUEST

Date of Request: _____ ***Travel Dates:*** _____

Name: _____

Address: _____

Purpose of Travel _____

Note: Please reference: Reimbursement Policy TR-001
******REQUEST MUST BE SUBMITTED WITHIN THIRTY DAYS FROM DATE OF TRAVEL*****

Expenses:	**Day 1**	**Day 2**	**Day 3**	**Day 4**	**Total**
Date:	_____	_____	_____	_____	_____
Public Carrier	_____	_____	_____	_____	_____
Private Auto Mileage @ .545 mile	_____	_____	_____	_____	_____
Lodging	_____	_____	_____	_____	_____
Total:	_____	_____	_____	_____	_____

Traveler Comments: _____

_____

Signature of Traveler: _____ Date: _____

Approved for Payment: Treasury _____ Date: _____

Expense to: Project ID _____ Expense Code _____

ALL RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT

Updated May 1, 2018

TO WHOM IT MAY CONCERN:

The undersigned, a _____ of the U.S. Naval Academy Alumni Association, has attended the _____ meeting held in _____ on _____. He/she has personally paid all expenses for travel and lodging in connection with this meeting.

Since the undersigned is not a hired employee, these expenses are not tax deductible. However, **USNA Alumni Association Reimbursement Policy TR-001** allows for a portion of these expenses to be considered as a contribution to the U.S. Naval Academy Alumni Association.

The undersigned has paid the following expense and request the total be accepted as a contribution of gift in kind. **(all receipts must be attached and submitted within thirty days after travel is completed)**:

Travel expenses	$_____
Lodging expenses	$_____
TOTAL CONTRIBUTION	$_____

No goods or services of value were provided in consideration for this contribution.

U.S. NAVAL ACADEMY ALUMNI ASSOCIATION

By_____
Geraldine S. Farmer, Comptroller

Expense Code_____

Name (please print) _____

Email address: _____

Project code: _____

Date: _____