

## 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 10<sup>th</sup> and 25<sup>th</sup> of each month. **Claims must be submitted within 30 days from the travel date.**

Submitted by:



Lisa Strobel  
Sr. Dir. of Finance & Treasury

Approved by:



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

**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\*\*\*\***

<b>Expenses:</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Total</b>
Date:	_____	_____	_____	_____	_____
Public Carrier	_____	_____	_____	_____	_____
Private Auto Mileage @ .58 mile	_____	_____	_____	_____	_____
Lodging	_____	_____	_____	_____	_____
<b>Total:</b>	_____	_____	_____	_____	_____

Traveler Comments: \_\_\_\_\_

Signature of Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for Payment: Treasury \_\_\_\_\_ Date: \_\_\_\_\_

Expense to: Project ID \_\_\_\_\_ Expense Code \_\_\_\_\_

**ALL RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT**

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	\$ _____
<b>TOTAL CONTRIBUTION</b>	<b>\$ _____</b>

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

U.S. NAVAL ACADEMY ALUMNI ASSOCIATION

By \_\_\_\_\_  
Lisa Strobel, Sr. Dir. of Finance & Treasury

Expense Code \_\_\_\_\_

Name (please print) \_\_\_\_\_

Email address: \_\_\_\_\_

Project code: \_\_\_\_\_

Date: \_\_\_\_\_