

2019 State Clinic Travel Reimbursement: TASO RGV Chapter Guidelines

- All TASO RGV Chapter members that are in good standing and meet the requirements of these guidelines are afforded the opportunity to attend the TASO State Clinic and seek reimbursement for certain expenses according to the regulations approved and set below:
 - As per Operating Order, President and Secretary will have all authorized expenses reimbursed as outlined below. In addition the Board of Directors have approved for all General members to have hotel, clinic fee, fuel cost, and meals reimbursed.
 - All members that wish to attend and seek reimbursement are required to be current with TASO State and Local Dues prior to travel. No Exceptions
 - *All expenses will be first incurred by the member and then reimbursed by the chapter.*
 - Members seeking reimbursement are required to submit the 2019 Travel Reimbursement Form, (TRV-19) along with all receipts before reimbursements are made.
 - TRV-19 MUST be turned in no later than 10 working days after last day of trip.
 - Any lost or misplaced receipts not included will not be refunded.
 - Members are allowed to stay at any hotel. However, hotel cost will be reimbursed at the rate of the Official TASO Conference Hotel Rate or at the hotel of choice rate, whichever is lower, for members in double occupancy rooms.
 - Members that choose to stay alone will be reimbursed for ½ their stay. If a partner cannot be found, exceptions can be made with prior notice to the board.
 - Actual fuel cost (not mileage) will be reimbursed but will require FUEL ONLY receipts.

- Meals will be reimbursed with receipt. Reimbursement will not exceed \$30 per day for 3 consecutive days.
- All reimbursements will be made by check. No Cash.

*This policy is valid only for the 2019 State Clinic and if funding permits.

*Adjustments and changes can be made by the board when in the best interest of the chapter to preserve funding.