

OMEA Travel/Reimbursement Policy

This policy is intended to be a guideline for travel reimbursement for board meetings and other routine OMEA functions. As a not-for profit service organization, it is expected that individuals will donate the first 100 miles of driving, and their time, but should not have to provide out-of-pocket expenses for meals, motels or materials. Executive travel other than the above should be undertaken with cost savings in mind, and considered by the executive board on a case by case basis.

Other out-of-pocket expenses due to your work for OMEA must be approved by an executive board member. You need to have receipt(s) and a list describing your expenses and who approved the expense.

MEALS:

- \$10.00 Breakfast, if you leave before 6:00 AM
- \$10.00 Lunch if it is not provided
- \$15.00 Dinner if you will be home after 7:00 PM

LODGING:

- If you necessitate traveling prior to 6:00 AM, or past 11:00 PM
- Lodging per diem = \$85.00 or board meeting rate, receipt required.

TRAVEL:

- Miles over 100 to be reimbursed at federal rate

EVENT: _____ DATE: ____/____/____

NAME: _____ FROM: _____

ADDRESS: _____

MILEAGE ROUND TRIP: _____ -100 Miles= _____ x (Federal Rate) = _____

LODGING: (Total Cost/Attach Receipt) = _____

MEALS: (Total Cost/Attach Receipts) = _____

EXPENSES: (Total Cost/Attach Receipts = _____
& list of expenses w/name)

Total Amount for Reimbursement: \$ _____

Travel #503 _____

Expenses # _____ \$ _____ / # _____ \$ _____ / # _____ \$ _____

Paid Check # _____

Received By: _____

<http://www.oregon.gov/ODOT/TD/TDATA/otms/docs/MileageChart.pdf?ga=t>