



## CSR MEMBER TRAVEL CLAIM INSTRUCTIONS

- General**
1. **Expense claims must be submitted no later than the calendar month following the time the expenses were incurred.**
  2. Any expense paid by another claimant shall be noted on the expense claim
  3. Each claimant must sign the certification statement at the right of the TEC form
  4. TECs which are not accompanied by the required receipts, authorization and details will not be paid
  5. The most economical use of CSR funds, consistent with the convenience of the claimant and the schedule of the meeting, shall control
  6. Do not tape or use highlighter on receipts as it affects the ability to copy or scan the document
  7. List your phone number and email information on your claim to receive processing updates and to be contacted if there are any questions concerning your claim
- Date** Indicate each date on which expenses were incurred
- Location** Show the location at which expenses were incurred
- Depart** Show the time at which you departed for a meeting or other activity
- Return** Show the time at which you returned from a meeting or other activity
- Activity** Describe the purpose of the expenditure
- Lodging**
1. The regular allowance is based on the negotiated rate. Lodging other than for General Council/Delegate Assembly shall not be allowed if residence is **within 40 miles from the location**. Only actual expense within the above limits is reimbursed and original receipts are required. If special circumstances are involved, pre-approval must be obtained prior to the event.
  2. A maximum of \$15.00 may be claimed for incidental expenses incurred during any 24-hour period involving a lodging claim.

## Meals

1. Meal expenses may be allowed up to the following rates:

|           |         |         |
|-----------|---------|---------|
| Breakfast | Lunch   | Dinner  |
| \$25.00   | \$25.00 | \$35.00 |
2. Breakfast may not be claimed if departure is after or return is prior to 7:00 am. Lunch may not be claimed if departure is after or return is prior to 12:00 noon. Dinner may not be claimed if departure is after or return is prior to 7:00 pm.
3. When meals are purchased for other people authorized to claim meal expenses, such person(s) must be listed on the expense claim with receipt attached.

## Travel

1. Indicate the mode of transportation and cost Common carrier (plane, bus, train, etc.) is the authorized method of transportation. Private vehicles or privately owned or rented aircraft may be authorized if a common carrier is not available, is more costly, or would be unreasonably inconvenient
2. If a private vehicle is authorized and used, reasonable mileage will be paid Indicate the number of miles traveled (in comment space at bottom of the claim) and use the allowance of **\$0.725** cents per mile. (**Rates are subject to change**).
3. If travel is made in another claimant's vehicle, travel expenses will be allowed only to one claimant.
4. Mileage shall not be paid to claimant living within 40 miles of the event unless prior authorization is obtained from the President.
5. If a private vehicle is NOT authorized but used, claim the common carrier fare.
6. Transportation receipts, when applicable, must be submitted with claim

## Misc

1. Taxi or ride share fares are authorized only when no other transportation is practical or available, or when the fare for several riders is not more than the common carrier fee.
2. Parking expenses are reimbursed, but receipts are required for amounts more than \$10.00 per day
3. Bridge tolls are reimbursed, and no receipts are required
4. Other actual and necessary expenses of an unusual nature, upon approval of the CSR President, may be reimbursed when appropriately recorded and adequately explained.