

## Travel Reimbursement Requests

FORM FOR APPROVED TRAVEL: All reimbursement requests require on-line submission of the [Travel Reimbursement Form](#). Use this form to request reimbursements for travel related to:

1. speaking as part of the SRA Speaker's Bureau (requires prior approval from the Chair of the Regions standing committee and the SRA Treasurer),
2. attending the mid-year Council meeting (for Councilors and Officers only - does not require any prior approval),
3. attending the Annual Meeting Committee meeting (for Specialty Group chairs and other members of the committee who have received prior approval from the President-Elect, who chairs the Annual Meeting Committee)
4. speaking as an invited Plenary Speaker at the Annual Meeting (requires prior approval of President-Elect who chairs the Annual Meeting Committee)
5. traveling to the SRA-E meeting to represent the SRA (for the current SRA President or the President's designee).

### SRA TRAVEL POLICIES:

1. No travel shall be reimbursed without the prior written approval of the Executive Secretary, which is the first part of the process on the [form](#). Requests associated with the activities above can be made AFTER travel has occurred.
2. Approved travel will be reimbursed on the basis of the most direct expeditious mode of travel:
  - By air: 14-21 day advance purchase is required. Lowest fare option should be used. Where possible, Saturday stopover should be booked. Up to \$20 is allowed for personal life insurance.
  - By rail or bus: Bus and rail transportation will be reimbursed. Costs resulting from use of rail or bus shall not exceed equivalent travel by air.
  - By Private auto: When private autos are authorized, reimbursement will be made at the allowable IRS rate per mile for business use. Costs resulting from use of private vehicles shall not exceed equivalent travel by air.
3. The use of rental cars must have prior approval.
4. The actual cost of lodging shall not exceed the single room rate for economically reasonable accommodations. Reimbursement for meals shall be limited to \$50 per day and will be reimbursed on an itemized actual cost basis only. Appropriate receipts for accommodations and meals are to be attached to the travel voucher.
5. Miscellaneous costs such as taxi, limo, and telephone are allowed with an itemized listing of these costs with appropriate receipts attached. Personal expenses, such as laundry, valet and registration are not allowed.
6. When appropriate, charges should be adjusted on an equitable basis (e.g., if travel costs should be shared due to other non-SRA business conducted during the same trip).

METHOD OF SUBMISSION: All forms must be submitted by fax or mail, with original receipts attached as indicated. After completing the form, please [submit an email](#) to David Drupa at [ddrupa@burkinc.com](mailto:ddrupa@burkinc.com) with the Subject line: "Travel Request" and with the information about the reason for travel, total amount requested, and the

method of submission (fax or mail) indicated. Sending this e-mail is very important to ensure tracking of the process.