



AZPTA ELIGIBILITY FOR REIMBURSEMENT FOR CHAPTER ACTIVITIES

Members of the Arizona Physical Therapy Association (AZPTA) may be reimbursed for expenses incurred while performing services on behalf of the Association. Within approved budgetary limits and allocations, the following activities will be reimbursed without specific Board of Directors or Executive Committee action.

Travel and Related Expenses:

Members of the Board of Directors will be reimbursed at the approved rates for regularly scheduled Board meetings. Members are encouraged to car pool when possible. Committee Chairpersons will be reimbursed for mileage for attendance at Board meetings when specifically requested to attend by the President. Members traveling over 75 miles one-way to a meeting may request lodging reimbursement if travel to attend the meeting would require the member to leave their home before 6:00 AM or arrive home past 11:00 PM.

The President will be reimbursed for a room for the duration of the Spring and Fall Chapter Meetings. If the Program is longer than one day and the Program Chair resides more than 30 miles from the Program site, the Program Chair will be reimbursed for a room during the meeting. Board members will be reimbursed for a room the night of the Board meeting prior to the Fall and Spring Meetings.

Committee Chairpersons and committee members may be reimbursed for travel expenses incurred for chapter business if approved in the budgeting process.

Registration Fees:

Registration fees to other than AZPTA meetings will be reimbursed when the attending member is required to pay such fees to attend the official function. If registration fees include meals during the function, meal receipts for those meals will not be paid.

Registration fees for AZPTA Fall or Spring Meetings, or other meetings sponsored by AZPTA will be waived for the President and Program Chair. Registration fees for the Fall and Spring State Meetings will be waived for members of the Board of Directors. Chapter members providing more than 3 hours of programming will be waived registration fee for the day of speaking.

Waiver of registration fees in addition to the above will be negotiated with the program chairperson according to policy or customary practice.

Member Reimbursement:

Members representing the Association may request reimbursement up to budgetary allocation for the duration of the function including travel days as appropriate and approved by the Committee Chair or Board Liaison. Expenses in excess of budgetary allocation may be paid by Board of Directors action.



AZPTA REIMBURSEMENT POLICY

Members of the Arizona Physical Therapy Association (AzPTA) shall be reimbursed for expenses incurred while performing services on behalf of the AzPTA provided those expenses conform to the established reimbursement policies and a budget for those expenses exists. Invited speakers, consultants, or guests will also be reimbursed under these guidelines unless specific Board of Directors action directs otherwise. The Treasurer has authority to override these policies based on her or his discretion if in the best interest of accomplishing the AzPTA goals.

The following schedule of reimbursement within budgetary allocations of the activity will be used:

Auto Mileage:

Written receipt of mileage will be accepted. Members will be reimbursed at the rate approved by the Finance Committee and Executive Board.

Air Transportation:

Air transportation for members or invited speakers will be paid at the coach, non-refundable, 21 day-advance rate. Travel requiring air transportation with less than 21 day advance notice will be reimbursed at the coach, least expensive rate with no more than one stop or change of planes.

Ground Transportation:

Ground transportation to and from the airport to housing location will be reimbursed fully by taxicab or shared ride vans. Members are encouraged to car pool and used shared ride vans when possible. Local transportation costs while attending an official function off-site from the host lodging will be reimbursed when accompanied by receipt.

Rental Cars:

Rental cars are not normally reimbursed for AzPTA members, invited speakers, consultants, or guests. Reimbursement for a rental car must be approved in advance by the committee or program chair in consultation with the Board Liaison. If the Board Liaison is the committee or program chair, then the consultation of the President or Treasurer must be sought prior to the car use. Reimbursement of rental car fees should be within budgetary limits for the activity.

Lodging:

Members officially representing the AzPTA at out-of-state meetings will be reimbursed up to the negotiated conference rate, plus taxes and required resort fees of the host hotel. The association strongly recommends sharing of rooms. Family may occupy the room with a member if the posted rate is the same for single or multiple occupancy. If a different rate is imposed by the hotel for multiple occupancy, the member will be reimbursed for the fractional share of occupants registered. Members are responsible for all optional incidentals and facility use fees incurred while occupying the room.

Invited speakers, consultants, or guests of the association will be reimbursed at the negotiated conference rate plus taxes and required resort fees of the host hotel. Invited speakers, consultants, or guests' family may occupy the room if the posted rate is the same for single or multiple occupancy. If a different rate is imposed by the hotel for multiple occupancy, the guest will be reimbursed for the single occupancy rate plus taxes and required fees. In most instances, the lodging expense for an invited speaker, consultant, or guest will be arranged for a direct bill to the AzPTA.

Meals:

Meals will be reimbursed for the cumulative meeting duration at a rate not to exceed \$55 per day, e.g., total meal expenses may not exceed the cumulative amount for all days. The rate shall not exceed \$80 for the following high-rate cities, so designated by the U.S. Department of the Treasury Internal Revenue Service: Los Angeles, San Diego, San

Francisco, Santa Clara (California); Washington DC; Chicago (Illinois); Washington DC; Boston; Cambridge (Massachusetts); Detroit (Michigan); Minneapolis/St. Paul (Minnesota); St. Louis (Missouri); Manhattan (New York); Cincinnati (Ohio); Philadelphia (Pennsylvania); Dallas (Texas); Alexandria and Counties of Arlington, Fairfax and Loudon (Virginia); and Seattle (Washington). Meal expenses will be paid only if accompanied by the original receipt. If registration fees include meals during a function, meal receipts for those meals will not be paid.

Registration Fees:

Registration fees will be reimbursed when the attending member is required to pay such fees to attend the official function. If registration fees include meals during the function, meal receipts for those meals will not be paid.

Reimbursement Procedure:

Payment of all bills will be made on presentation of the AzPTA Reimbursement Request form and original receipts. Members of the Board of Directors, elected officers, and Committee Chairs may submit bills directly to the Treasurer through the AzPTA Office. Members submitting reimbursement for official activities should submit the reimbursement form to the responsible Committee or Program Chair for approval before being sent to the AzPTA Office or Treasurer for payment.