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## ACSS Member Expense Claim Instructions

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- GENERAL**
- 1) Print your name and mailing address **clearly** at top of page.
  - 2) Expense claims must be submitted no later than the calendar month following the date the expenditures were made. Late claims must be approved by ACSS' Secretary/Treasurer or President.
  - 3) Any expense claimed by another claimant shall be marked with an asterisk (\*) on your claim form where the expense **would** appear. Further details must be provided under the **comment section**.
  - 4) Items on the expense claim that are not accompanied by the required receipts, authorization and details will be deducted from the claim.
  - 5) The most economical use of Association funds, consistent with the convenience of the claimant and the schedule of the meeting, is the standard to be used in determining whether expenses claimed are "necessary."

**Date:** Indicate each date on which expenses were incurred.

**Location:** Show the location at which expenses were incurred.

**Time Depart:** Show the hour at which you departed for the meeting and/or activity.

**Time Return:** Show the hour at which you returned from the meeting and/or activity.

**Activity:** Describe the purpose of the expenditures.

**Activity Code:** Leave blank.

- LODGING**
- 1) **Line 1. Room:** The regular room allowance is a maximum of \$85 per night plus tax, or the negotiated rate. Lodging shall not be allowed if claimant's residence is within 40 miles/40 minutes from the meeting location unless expressly authorized by the ACSS President, except for the ACSS Delegate Assembly or CSEA General Council. Only actual expenses within the above limits are reimbursed, and **original receipts are required**.
  - 2) **Line 2. Incidentals:** A maximum of \$12 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 \$52 per day. Individual meal limitations including tax and tip are:
    - Line 3. Breakfast:** \$12 per day (breakfast may not be claimed if departure is after or return is prior to 8 a.m.).
    - Line 4. Lunch:** \$15 per day (lunch may not be claimed if departure is after or return is prior to 12 noon).
    - Line 5. Dinner:** \$25 per day (dinner may not be claimed if departure is after or return is prior to 7 p.m.).
  - 2) If meals are claimed for more than one person, show the number of meals claimed and list the names of each person for whom the meals were purchased in the **comment section**.

- TRAVEL**
- 1) **Line 6. Common Carrier:** Indicate the mode of transportation and cost. The authorized method of transportation is by plane, bus, etc. Personal vehicles or privately owned or rented aircraft may be pre-authorized if a common carrier is not available, is more costly, or would be unreasonably inconvenient as determined by the ACSS Secretary/Treasurer or President.

## TRAVEL (continued)

- 2) **Line 7. Airporter:** Actual expenses for an Airport Shuttle are reimbursable, but **original receipts are required.**
- 3) **Line 8. Personal Car:** Personal vehicle costs are reimbursed at the current IRS standard mileage rate (rounded down to the nearest whole cent). To verify the current IRS standard mileage rate, call the ACSS headquarters. If a personal vehicle is pre-authorized and used, indicate the number of miles traveled in the **comment** section. The total dollar amount is entered on Line 8 for that day of travel. *If a personal vehicle is NOT pre-authorized but used, claim the common carrier fare. If more than one person who is eligible to claim the mileage rides in the car, reimbursement will be allowed for only one claimant.*
- 4) **Line 9. Parking:** The actual authorized expense is reimbursable, but amounts in excess of \$9 per day **require original receipts.**  
**Line 10. Bridge and Road Tolls:** The actual expense is reimbursable. No receipts are required for bridge tolls. Original receipts are required for road tolls.

- MISC.**
- 1) **Line 11. Taxi Cabs:** Taxi fares are authorized only when no other transportation is practical or available or if the fare for several riders is less than the common carrier fare. **Original receipts are required.**  
**Line 12. Internet:** The actual expense is reimbursable. Prior approval required.  
**Line 13. Other (explain):** Other actual and necessary expenses of an unusual nature, upon approval of the ACSS Secretary/Treasurer or President, may be reimbursed when appropriately recorded and adequately explained.
  - 2) **Total:** Calculate the expenses claimed for each day. Calculate the **Total expenses for each page**. Use additional claim forms if a particular event and/or meeting took place over more than 5 days. Be sure to note the **Total attached pages**. Add your **Grand total expenses**, subtract any **Travel advances**, and note the **Balance due** to the Employee or ACSS.
  - 3) **Each claimant must SIGN the certification statement in the column at the right side of the form.**

Further information on expense reimbursement is outlined in the  
ACSS Operating and Procedure File under  
SECTION V. ACSS ASSOCIATION TRAVEL EXPENSE.