



# Idaho Music Educators Association

## Travel Expenses



NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Purpose of Travel:     IMEA Board Meeting     In-Service Conference     All-State Honor Groups  
 NAFME National Assembly     State Solo     Other \_\_\_\_\_

Starting Date/Time of Meeting:    Date: \_\_\_\_\_ Time: \_\_\_\_\_

Ending Date/Time of Meeting:    Date: \_\_\_\_\_ Time: \_\_\_\_\_

**NOTE: Please read Travel Policy on reverse side. Reimbursement will be made in accordance with these policies and must be submitted within 30 days. ORIGINAL receipts – no copies accepted!**

A. TRANSPORTATION EXPENSES INCLUDING TIPS (Actual Expenses)						
From	To	Air, Auto – (\$.56 per mile), Shuttles to and from Airport, Tips, Parking, etc.			Amount	
					\$	
					\$	
					\$	
					\$	
A. Total Transportation					\$	

  

B. ITEMIZE ALL OTHER ROOM AND BOARD EXPENSES INCURRED (Actual Expenses)						
Date	Breakfast	Lunch	Dinner	Hotel	Daily Total	
<i>Out-of-State Rate</i>	<i>\$15.80 max</i>	<i>\$20.70 max.</i>	<i>\$34.50 max</i>	-----	-----	-----
<i>In-State Rate</i>	<i>\$12.25 max.</i>	<i>\$17.15 max.</i>	<i>\$26.95 max.</i>	-----	-----	-----
<b>Meals are reimbursed with receipts for actual expenses</b>						
					\$	
					\$	
					\$	
					\$	
					\$	
B. Total Room & Board					\$	
Total Expenses (A & B)					\$	

  

Total Amount Due from IMEA	\$
----------------------------	----

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only	
Account:	\$
Account:	\$
Account:	\$

**PLEASE SUBMIT EXPENSES  
WITHIN 30 DAYS AND ATTACH  
ORIGINAL RECEIPTS**



# Idaho Music Educators Association: TRAVEL POLICY



*Reimbursement to all persons traveling on IMEA official business will be as follows:*

## **1. Airline Travel**

- a. It is the responsibility of the anyone traveling on official IMEA business to make their own travel arrangements, including airline travel cancellation insurance. IMEA agrees to reimburse round-trip airfare at its lowest rate, OR will pay round-trip mileage from the individual's home – at the current rate determined by the IHSAA (\$.56) – as long as it does not exceed the cost of the lowest airfare rate.
- b. Airline travel undertaken on IMEA official business is to be by the lowest excursion/coach fare available. If last-minute reservations are made for a scheduled trip, IMEA will reimburse only the lowest prevailing rate as that of seven (7) days or more prior to departure, unless extenuating circumstances exist and are approved prior to ticket purchase by the IMEA President and Executive Director.
- c. IMEA agrees to reimburse airport parking or shuttle fees as well as one extra luggage fee.
- d. IMEA does not provide reimbursement for the use of a rental car.

## **2. Automobile Travel**

- a. Auto mileage will be reimbursed at the current rate determined by the IHSAA (\$.56 per mile), plus parking. Car-pooling is encouraged whenever possible.
- b. Meals and lodging, while traveling by automobile out-of-state, will be approved only if total expense is less than the lowest coach airfare.
- c. If a rental car is necessary for official IMEA business, approval must be obtained from the IMEA President and Executive Director in advance of the scheduled trip.

## **3. Hotel Accommodations**

- a. Reimbursement will be made for the convention/conference rate for a single room in a first-class hotel.
- b. When accompanied by spouse or family members, IMEA will pay the rate charged for a single room.
- c. Hotel rooms and meals are not to be charged directly to IMEA unless approved in advance by the IMEA President and Executive Director. Reimbursement forms are available on the IMEA website.

## **4. Meals**

- a. An allowance of \$56.35 per day In-State and \$71.00 Out-of-State will be made for actual *itemized meal* expenses for "Full Day" travel. IMEA will not reimburse for alcohol purchases, snacks, or beverages.
- b. Meal reimbursement allowance will be based on starting and ending times of official meetings. When partial days are appropriate, individual meal charges for actual expense will be allowed – as determined by the IHSAA - up to \$12.25 In-State / \$15.80 Out-of-State for breakfast (unless complimentary breakfast is offered at the hotel), up to \$17.15 In-State / \$20.70 Out-of-State for lunch, and up to \$26.95 In-State / \$34.50 Out-of-State for dinner. (IHSAA Rate as of 10-1-2021).

## **5. Receipts**

- a. Original receipts for transportation, hotel bills, and parking are required. Meals will be reimbursed from original receipts for single meals or a meal log for "Full Days". Reimbursement will be made at actual or maximum amounts from the reimbursement schedule - whichever is less.
- b. Expenses MUST be submitted to the Executive Director within thirty (30) days of the date incurred.

*\* Authorized payments will be made only to those individuals doing official business on behalf of the Idaho Music Educators Association, Inc. This includes IMEA Elected Officers, District Presidents, Guest Clinicians/Conductors, All-State Chairs, and Board of Control members.*



Idaho Music Educators Association  
Karen A. Randolph, Executive Director  
412 Clearwater Way, Twin Falls, ID 83301  
email: executive.director.imea@gmail.com

