



# 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.**

A. TRANSPORTATION EXPENSES INCLUDING TIPS (Actual Expenses)			
From	To	Air, Auto – (\$.49 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>\$10.80 max</i>	<i>\$15.70 max.</i>	<i>\$24.50 max.</i>	-----	-----	-----
<i>In-State Rate</i>	<i>\$9.80 max.</i>	<i>\$13.70 max.</i>	<i>\$21.50 max.</i>	-----	-----	-----
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
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  
RECEIPTS OR COPIES OF BILLS**



# **Idaho Music Educators Association: TRAVEL POLICY**



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

## **1. Airline Travel**

- a. 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.
- b. Scheduled meetings and other travel should include a Saturday night – whenever possible - to take advantage of substantially lower airfares. IMEA will reimburse airfare at a rate applicable for staying over Saturday night, unless extenuating circumstances exist and are approved prior to ticket purchase by the IMEA President and Executive Director.
- c. No expense claim will be honored for air travel insurance premiums.
- d. Airport limousines/hotel shuttles rather than taxicabs should be used when possible. Airport parking will be allowed when necessary.

## **2. Automobile Travel**

- a. Auto mileage will be reimbursed at the rate of \$.49 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 coach airfare.
- c. If a rental car is necessary at an out-of-state meeting or convention, 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 to IMEA unless approved in advance by the IMEA President and Executive Director.

## **4. Meals**

- a. An allowance of \$45.00 per day In-State and \$51.00 Out-of-State will be made for actual ***itemized meal*** expenses for "Full Day" travel. IMEA will not reimburse for extra snacks, sodas or coffee.
- b. On travel days, allowance will be based on starting and ending time of official meetings. When partial days are appropriate, individual meal charges will be allowed up to \$9.80 In-State and \$10.80 Out-of-State for breakfast (unless complimentary breakfast is offered at the hotel), \$13.70 In-State and \$15.70 Out-of-State for lunch and \$21.50 In-State and \$24.50 Out-of-State for dinner. (IHSAA Rate)

## **5. Receipts**

- a. Receipts for **transportation, hotel bills, and parking** are required. Meals will be reimbursed either from actual receipts or your meal log. You will be reimbursed at actual or maximum amounts from the reimbursement schedule, whichever is less.
- b. Expenses **MUST** be submitted to the Business Manager **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.*



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