

# FLORIDA CCIM CHAPTER

## EXPENSE REIMBURSEMENT POLICY & GUIDELINES

(APPROVED AUGUST 20, 2015)

\* ALL EXPENSES MUST BE SUBMITTED WITHIN THIRTY (30) DAYS OF EXPENSE

FUNDS PERMITTING, THE FLORIDA CCIM CHAPTER WILL REIMBURSE EXPENSES FOR ATTENDANCE AT STATE CHAPTER MEETINGS FOR THE CHAPTER OFFICERS, COMMITTEE CHAIRS, DISTRICT PRESIDENTS AND DISTRICT VICE PRESIDENTS, AS FOLLOWS (EXCEPTIONS REQUIRE THE PRIOR APPROVAL OF THE CHAPTER PRESIDENT OR AS DIRECTED OTHERWISE.)

PRIOR TO EACH CALENDAR YEAR, THE VICE PRESIDENT OF FINANCE OR THE CHAPTER BOOKKEEPER SHALL PROVIDE CHAPTER OFFICERS, COMMITTEE CHAIRS, DISTRICT PRESIDENTS AND DISTRICT TREASURERS (AND ANY ADDITIONAL MEMBERS UPON REQUEST) AN INVITATION VIA AN E-MAIL WEB LINK TO A FILE SHARING FOLDER DIRECTORY IN DROPBOX. THE DROPBOX DIRECTORY SHALL CONTAIN FOLDERS FOR ALL CHAPTER RELATED DEPOSITS AND EXPENSES. CONCISE DIRECTIONS FOR THE PROPER UTILIZATION OF DROPBOX FOR THE PROPER PROCESSING OF CHAPTER RELATED DEPOSITS AND EXPENSES SHALL BE INCLUDED IN THE E-MAIL INVITATION.

WITHIN DROPBOX, SEPARATE FILES SHALL BE CREATED FOR CHAPTER, DISTRICT AND LICENSE DELIVERY BUSINESS. ALL DEPOSITS, EXPENSES AND REIMBURSEMENT REQUESTS PERTAINING TO CHAPTER, DISTRICT AND LICENSE DELIVERY BUSINESS ARE TO BE PLACED WITHIN THE APPROPRIATE FOLDER FOR PROMPT PROCESSING AND PAYMENT BY THE BOOKKEEPER IN ACCORDANCE WITH SECTION V., PARAGRAPH C OF THE FLORIDA CCIM CHAPTER POLICIES & PROCURES MANUAL.

### **TRAVEL RELATED EXPENSES**

#### **AIR TRAVEL**

COACH OR ECONOMY IS REIMBURSED (WHEN POSSIBLE, BOOK SUFFICIENTLY IN ADVANCE TO GET THE LOWEST AVAILABLE RATES). IF AIRFARE, (INCLUDING AIRPORT PARKING FEES AND GROUND TRANSPORTATION) IS LESS THAN MILEAGE, THE REIMBURSEMENT AMOUNT WILL EQUATE TO THE LESSER OF THE TWO AMOUNTS. ONE CHECKED BAG WILL BE REIMBURSED IF THERE IS A FEE CHARGED BY THE AIRLINE. EXTRA BAGGAGE/OVERWEIGHT BAGGAGE WILL NOT BE REIMBURSED.

#### **AIRPORT, LIMO, TAXI, BUS OR SIMILAR**

REIMBURSED AT ACTUAL COST. RENTAL CAR REIMBURSEMENT NOT TO EXCEED \$60/DAY.

#### **TRAVEL BY PERSONAL AUTO**

MAPQUEST OR SIMILAR MUST ACCOMPANY EXPENSE REPORT. MILEAGE WILL BE REIMBURSED AT THE IRS ALLOWABLE RATE, WHICH IS CURRENTLY \$0.54/MILE . BEFORE SUBMITTING EXPENSE REPORT, PLEASE VERIFY MILEAGE RATE WITH WWW.IRS.GOV.

#### **PARKING AND TOLL CHARGES**

REIMBURSED AT ACTUAL RATE. RECEIPTS REQUIRED (IF ELECTRONIC PASS USED, I.E., E- PASS/SUNPASS, THEN PROVIDE A COPY OF THE E-STATEMENT WITH THE ITEMS CIRCLED PERTAINING TO RESPECTIVE TRAVEL).

#### **LODGING**

HOTEL, MOTEL OR LIKE ACCOMODATIONS REQUIRED FOR THE APPROVED CHAPTER MEETINGS. ADDITIONAL NIGHTS LODGING NOT REQUIRED BY CHAPTER BUSINESS IS THE RESPONSIBILITY OF THE INDIVIDUAL AND WILL NOT BE REIMBURSED. IF THE TRAVEL DISTANCE IS LESS THAN 240 MILES, ONE (1) NIGHT'S LODGING IS AUTHORIZED AND WILL BE REIMBURSED AT A RATE NOT TO EXCEED THE RATE FOR THE MEETING SITE HOTEL. IF THE TRAVEL DISTANCE EXCEEDS 240 MILES, THEN TWO (2) LODGING NIGHTS SHALL BE REIMBURSED AT A RATE NOT TO EXCEED THE RATE FOR THE MEETING SITE HOTEL.

#### **MEALS**

CHAPTER PER DIEM ALLOWANCE IS \$50.00 PER DAY, INCLUDING THE TRAVEL DAY, WHICH INCLUDES TIPS (RECEIPTS ABSOLUTELY REQUIRED FOR MEAL CHARGES). NOTE: THE CHAPTER WILL NOT REIMBURSE MEALS TAKEN WHEN THE MEALS ARE PROVIDED BY THE CHAPTER – E.G. BREAKFAST AND LUNCH DURING CHAPTER MEETINGS.

#### **TELEPHONE**

ALL DOCUMENTED CHAPTER RELATED BUSINESS CALLS ARE REIMBURSABLE.

#### **OTHER**

INCLUDES ITEMS SUCH AS POSTAGE.

#### **NON-REIMBURSABLE EXPENDITURES**

THE FOLLOWING EXPENSES ARE NOT REIMBURSED: PERSONAL ENTERTAINMENT (IN—ROOM MOVIES, HEALTH CLUB FEES, AIRLINE MOVIES); PURCHASE OF BOOKS AND MAGAZINES; BARBER AND BEAUTICIAN FEES; KENNEL FEES; PERSONAL TELEPHONE CALLS; PERSONAL ATTIRE FOR BANQUETS; IN-ROOM SERVI-BARS; LIQUOR PURCHASES; LAUNDRY.

### **CHAPTER PRESIDENT**

SHALL BE REIMBURSED ALL EXPENSES TO ALL STATE CHAPTER MEETINGS, CCIM INSTITUTE MEETINGS, AND OTHER MEETINGS IN THE NAME OF CHAPTER BUSINESS, INCLUDING VISITS TO THE CHAPTER DISTRICTS. IN THE EVENT THE PRESIDENT IS ATTENDING A STATE CHAPTER FUNCTION IN THE CAPACITY AS FIRST REGIONAL VICE PRESIDENT, THE CHAPTER SHALL REQUEST REIMBURSEMENT FOR EXPENSES FROM THE CCIM INSTITUTE.

### **CHAPTER PRESIDENT ELECT**

SHALL BE REIMBURSED UP TO \$750.00 PER ATTENDED STATE CHAPTER MEETINGS AND CCIM INSTITUTE MEETINGS WITH APPROPRIATE RECEIPTS. ALL EXPENSES TO ALL STATE CHAPTER MEETINGS, CCIM INSTITUTE MEETINGS, AND OTHER MEETINGS IN THE NAME OF CHAPTER BUSINESS. CODE #7015 DISTRICT EXP:LEADERSHIP TRAVEL TO CHP MTG, #7020 DISTRICT EXP:LEADERSHIP TRAVEL TO NAT'L MTG, #7025 DISTRICT EXP:LEADERSHIP TRAVEL TO STATE CHAPTER LDR TRAINING, #7030 DISTRICT EXP:LEADERSHIP TRAVEL TO NAT'L LDR

### **REGIONAL VICE PRESIDENT**

SHALL BE REIMBURSED FOR ALL EXPENSES INCURRED WHEN ATTENDING STATE CHAPTER MEETINGS AND CCIM INSTITUTE MEETINGS. THE CHAPTER SHALL REQUEST REIMBURSEMENT FOR EXPENSES FROM THE CCIM INSTITUTE WHEN CONDUCTING BUSINESS ON THE CCIM INSTITUTE'S BEHALF.

### **COMMITTEE CHAIRS**

SHALL BE REIMBURSED ALL EXPENSES IN ACCORDANCE WITH THE POLICIES AND GUIDELINES BELOW.

### **DISTRICT PRESIDENTS & VICE PRESIDENTS**

SHALL BE REIMBURSED ALL EXPENSES IN ACCORDANCE WITH THE POLICIES AND GUIDELINES BELOW.

## **DOCUMENTATION REQUIRED**

- ALL EXPENSE REIMBURSEMENT CLAIMS MUST BE ACCOMPANIED WITH ORIGINAL RECEIPTS. IF ORIGINALS WERE NOT PROVIDED BY VENDOR, A COMPARABLE RECEIPT, (I.E., INTERNET RECEIPT), MUST ACCOMPANY DOCUMENTATION. YOU MAY EMAIL OR FAX YOUR EXPENSE REPORT ALONG WITH APPROPRIATE BACK UP. PLEASE KEEP ALL ORIGINAL RECEIPTS/REPORTS ON FILE IN CASE NEEDED BY THE CHAPTER.
- ORIGINAL AIR, RAIL, BUS OR TAXI TICKETS MUST BE INCLUDED WITH EXPENSE REIMBURSEMENT FORMS OR AN ELECTRONIC COPY OF THE CONFIRMATION IF APPROPRIATE.
- CAR MILEAGE TO AND FROM AN APPROVED MEETING MUST BE DETAILED WITH BACK-UP SUCH AS MAPQUEST.
- ORIGINAL BREAKFAST, LUNCH, DINNER AND SNACK RECEIPTS FOR AN APPROVED MEETING MUST ACCOMPANY THE FORM. MEALS FOR MORE THAN ONE PERSON SHOULD HAVE DOCUMENTED NAMES OF ATTENDEES AND THE BUSINESS DISCUSSION.
- BILLS FROM HOTEL, MOTEL OR LIKE ACCOMMODATION MUST BE ATTACHED.
- RECEIPTS FOR MISCELLANEOUS EXPENSES AND INCIDENTAL ITEMS. INCIDENTALS DO NOT INCLUDE MOVIES, DRUGS, TOILETRIES OR ITEMS THAT A PERSON WOULD NORMALLY PURCHASE WHILE NOT ON BUSINESS TRAVEL.
- ANY EXPENSE OVER \$25 NEEDS PROPER DOCUMENTATION.
- PLEASE FORWARD THE EXPENSE REPORT WITH APPROPRIATE BACK-UP TO THE ATTENTION OF THE FL CCIM ADMINISTRATOR AT [info@flccim.com](mailto:info@flccim.com)
- PLEASE RETAIN ALL COPIES FOR YOUR RESPECTIVE DISTRICT. ADMINISTRATOR MAY REQUIRE FOR ACCOUNTING PURPOSES AT A LATER DATE.
- PLEASE AVOID SENDING DUPLICATE DOCUMENTS, I.E., DO NOT FAX/EMAIL A REPORT AND THEN SEND AGAIN VIA MAIL.