



CIRSA MEMBER TRAVEL REIMBURSEMENT POLICY JANUARY 2024

The following policy provides for the reimbursement to members for their expenses associated with designated CIRSA events, including the New Member Orientation, General Membership Meeting, Member Appreciation Lunches, and some CIRSA-sponsored Risk Control events like regional seminars and workshops, but it does not cover regular safety training classes.

The policy allows reimbursement of mileage, lodging, parking, and meals for **two** attendees from each CIRSA member entity per designated event. The purpose of the policy is to alleviate some of the financial burden of attending the event and offer an incentive to encourage higher attendance. Travel reimbursement may be initiated where a member travels 50 miles one way. This catalyst will allow for mileage, lodging, parking, and meals reimbursements to be submitted.

Reimbursement is made payable to the member entity and not to attendees personally. Requests must be supported by detailed receipts and are subject to the following guidelines:



MILEAGE CIRSA will reimburse mileage for business use of the attendee's personal automobile at a rate equal to the current standard mileage rate as published by the IRS (Internal Revenue Service). Mileage is allowed for a round trip to and from the attendee's home or office where the minimum one-way distance has reached 50 miles.



MEALS The maximum amount allowed for meals is the current federal meals and incidental expense per diem rate for the location as published by the GSA ([U.S. General Services Administration](https://www.gsa.gov)). If travel is not for the entire day, reimbursement is not available for meals that fall outside the period of travel. Further, reimbursement is not available when CIRSA has provided that meal in conjunction with the designated event.



LODGING Expenses for lodging will be reimbursed if travel can reasonably be expected to exceed one day. Lodging for one night will be reimbursed if the attendee is required to travel at least 50 miles one way. An additional night's lodging will be available for an attendee required to travel a distance of 100 or more miles one way. Lodging close to the event location is preferred.



REPORTING Member Travel Expense Reports are available [online](#). There are options to either submit online or print a form. Printed forms can be emailed to accountspayable@cirsa.org or faxed to 303.757.8950. Detailed receipts are required to support expenses (other than mileage) submitted on the report.



PARKING CIRSA will reimburse for parking expenses when they are not included in the price of the lodging. Also, CIRSA will reimburse for parking expenses when there is no free parking available at the location of the designated event.



SAFERTOGETHER



CIRSA

MEMBER EXPENSE REPORT

Attendee

Member Entity

Meeting Name/Location

Meeting Date

Meals

Meal reimbursement is limited to the lesser of:

- a. Your actual receipts
- b. Per diem for location published by GSA ([U.S. General Services Administration](#))

Date	Restaurant / Shop	Location	Amount
Total:			

A

Lodging

If (1) travel is at least 50 miles one way, enter amount for one night.

If (1) travel is at least 100 miles one way, enter amount for two nights.

Reimbursement is limited to per diem for location published by GSA ([U.S. General Services Administration](#).)

Date	Hotel/Motel	Location	Amount
Total:			

B

Personal Automobile

Round trip miles from your entity to meeting location: (1) _____

Mileage Reimbursement Rate: (2) _____

Mileage Reimbursement: (1) x (2) _____ **C**

Parking _____ **D**

TOTAL REIMBURSEMENT: (A+B+C+D) _____

**Please submit expense reports and details copies of receipts for all expenses
to our Finance Department at accountspayable@cirsa.org.**

Reimbursement will be made payable to the **MEMBER ENTITY** within 30 days of receipt of this report.