

## APIC DFW Reimbursement Policy

- I. Purpose
  - Establish rules for reimbursing meals, travel, lodging, event-related and APIC DFW business-related purchases.
- II. Receipts
  - All receipts must include amount, place, date, and itemization.
  - Submit within 30 days of the event.
  - Incomplete submissions will be returned for correction.
  - APIC DFW is not responsible for delays resulting from incomplete or late submissions.
  - If corrections are not made and returned within the initial 30-day deadline, APIC DFW will reimburse only those expenses from the original submission that meet IRS requirements.
- III. Meals
  - Reimbursement includes tips up to 20%; alcohol is not reimbursed.
  - Limits per person:
    - **Breakfast** \$20
    - **Lunch** \$30
    - **Dinner** \$50
  - Limits apply per meal, not per day. Unused amounts may not be rolled over or reallocated.
- IV. Travel
  - **Ground Transportation:** Requires itemized receipt for reimbursement.
  - **Mileage:** Reimbursed at the IRS standard rate. Each request must include:
    - Date of travel
    - Miles driven (for each trip)
  - **Airfare:**
    - Credit card statements are not accepted.
    - Itemized airline receipt is required, regardless of payment method.
    - Airline miles are not reimbursable.
    - Baggage fees and related expenses are reimbursed with itemized receipts.
- V. Lodging
  - Reimbursement requires an itemized lodging receipt.
- VI. APIC DFW Business-related Purchases
  - If possible, the Treasurer should make business-related purchases.
- VII. Non-Reimbursable Personal Expenses
  - Non-business travel
  - Alcohol
  - Entertainment (e.g., movies, concerts, personal outings)

# Education/Travel Support Finance Methods

## Chapter Requirements for IRS filings to Keep in alignment with IRS Allowable Expenses of Exempt Organizations



