

LKNEA Travel Expense Policy

The treasurer will reimburse members for actual expenses while on official LKNEA business.

Only expenses related to travel, individual meals and lodging are reimbursable. Personal telephone calls and lounge charges are the responsibility of each individual and should be paid at the time of hotel/motel checkout. All air travel shall be coach class.

1. Each traveler should pay or charge for his/her own meals. (Meal charges should be reasonable, \$50/day maximum.)
2. Receipts are required for meals and must include the restaurant's name, date and time. If paying for more than one, list names on ticket. Indicate reasonable gratuities on receipt.
3. Vehicle mileage or snow machine/boat time must be reported on the Travel Reimbursement form (figure mileage on round-trip from your home to the location of meeting). Mileage is not reimbursed for attendance at association meetings in the same community in which the member resides.
4. Double occupancy is required for lodging unless there is a prior approval from the LKNEA President.
5. Receipts are required for bus, airport, limousine fares, and other forms of transportation as required;
 - Road, bridge, and tunnel tolls;
 - Parking garage
 - Reasonable gratuities (15% recommended)
6. Receipts are required for housing and commercial carrier tickets (airline, bus, Amtrak), airport transportation and parking.
7. ***Failure to attend all meetings while on association business will result in the member not being reimbursed for expenses.*** If the association purchased the airline ticket the member will be expected to reimburse LKNEA within 60 days.
8. Any expenses covered by NEA or NEA-Alaska will not be eligible for LKNEA reimbursement.
9. Travel Reimbursement forms must be submitted within 60 days of event and must be completed on a day-to-day basis and signed by the traveler.

Mail to: LKNEA
 P.O. Box 628
 BETHEL AK 99559
10. Inquires should be directed to the LKNEA Treasurer.