

Florida Dental Association

Travel Reimbursement Guidelines

Updated: August 2019

The FDA provides travel-expense reimbursement for FDA representatives to attend officially recognized FDA activities.

- The term “travel expenses” includes the reasonable and necessary cost that FDA representatives incur in traveling from their home or office to a designated FDA activity.
- Reimbursement for such pre-authorized expenses is limited to air travel, taxi/Uber fare or rental-car expenses, automobile mileage, tolls, parking, meals, gratuities, lodging. When dining with multiple members or staff while at an FDA event, the names of the members should be listed on the receipt.
- Receipts should be submitted with the standard FDA expense form within two weeks of the event.
- **All reimbursements are subject to budgetary guidelines and approval of the FDA President and/or Executive Director**

Airfare

Air travel reimbursement is available only if one-way driving time to the FDA activity is greater than two hours from the FDA representative’s place of origin. Up to coach class is reimbursable and members make their own reservations well enough in advance (at least 21 days) of the event to secure the best fare. Members are encouraged to drive and carpool whenever convenient and/or timely and if the cost is significantly less than the airfare.

Personal Automobiles

The standard IRS mileage rate will be reimbursed. Tolls are reimbursable with receipts. Mileage must be recorded on the expense form.

Hotel

Room nights are reimbursable while on FDA business (see table below for the number of nights reimbursable for specific events). FDA will send out information on getting pricing within our room block. If members choose to stay at a different location, FDA will reimburse up to the amount of approved nights at the FDA hotel. Members are to secure their own reservations.

Meals/Meal tips

This refers to the meals necessary while traveling to and from the destination. Up to \$75 per day (current rate), actual cost with receipts is reimbursable.

Incidentals

Reasonable tips for baggage and hotel housekeeping services; no receipts required. Typically, \$1 per bag and \$3 per day for housekeeping.

Parking/Taxi

Self-parking only (unless valet is the only option) airport and hotel parking. Taxi/Uber service is reimbursable from airport to hotel; taxi/Uber service during meetings is reimbursed as budgeted for a specific event. Other travel services only if the same cost or cheaper than taxi/Uber.

(continued)

Non-reimbursable Expenses

Travel, meal and lodging cost associated with the attendance of FDA functions where the volunteer's attendance is not requested or where the volunteer is not acting in his/her capacity as a volunteer of FDA are not reimbursable. When in doubt, always check with the Executive Director first.

- Spouse/guests are not reimbursable unless specifically budgeted
- Valet parking is not reimbursable unless it is the only option
- Internet usage expenses are not reimbursable

FDA Covered Expenses for Scheduled FDA Meetings (can change based on meeting needs):

All reimbursements subject to meeting guidelines below

| Meeting | Representative | Hotel/Travel | Meals – up to \$75 per day |
|-----------------------------------|---|--------------|----------------------------|
| BOT Business | Trustees, Alternates, All Officers | 1 night | 1.5 days |
| BOT Strategic Planning | Trustees, Alternates, All Officers | 2 nights | 2.5 days |
| | Spouse/significant other | No travel | 1 group dinner |
| House of Delegates (January) | Trustees, Alternates, All Officers | 1 night | 2.5 days |
| FDC | Trustees, Alternates, All Officers | 2 nights | 2.5 days |
| Delegation District Caucus | ADA Delegates, Alternates | 1 night | 1 day |
| Delegation Meeting at January HOD | Only ADA Delegates, Alternates not on FDA HOD | 1 night | 1.5 days |
| Delegation Meeting at FDC | ADA Delegates, Alternates | No | No |
| Council on Financial Affairs | Members | 1 night | 1 day |
| All other councils | Members | No | No |
| All FDC Committee Meetings | see staff for details | n/a | n/a |
| FDAPAC Fall Meeting | Member | 1 night | 1 day |

Note: The ADA 17th District Trustee's travel is covered by the ADA; hotel and meals are covered by the FDA

*if your activity falls outside of the above, please contact the FDA Executive Director prior to incurring expenses if reimbursement is expected