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### 5.3 Travel Expenses

AP members will be reimbursed for travel expenses to AP meetings, including transportation, room, meals, and incidental travel expenses at per diem limits established by the federal government for the applicable geographic locale. However, there will be situations when standard limits for hotel room rates must be exceeded, for example, for last minute travel or during the busiest tourist season in some locations. Receipts are required for reimbursement for all airline tickets, hotel expenses, and other expenses over \$75. The Administrative/Finance Officer (Joy Stein) will send out a travel claim form in advance of each meeting, showing daily per diem limits, including per diem for travel days.

Travel expenses will be paid for each day an AP member attends the AP meeting. In some cases, the AP meeting will end ahead of schedule; in these cases, travel expenses will be paid for the scheduled days of AP meetings should an AP member wish to stay and attend some of the Council meeting. AP members can also choose to depart immediately after the AP meeting adjourns. Fees associated with changing flight reservations or hotel stays may be approved by the Executive Director or Deputy Director.

If the AP is scheduled to end at noon, members are expected to travel home in that afternoon (for expense purposes, this is considered a travel day). If the AP is scheduled to end at 5pm, AP members can stay overnight and hotel expenses will be reimbursed for that evening (and the following day will be considered a travel day for expense purposes).

If the meeting is in your hometown, and thus you are commuting, then expenses are reimbursed for mileage, parking, and lunch. Breakfast and dinner expenses are authorized if you are attending a council related post-meeting workshop or session, or arriving early or staying late to work on minutes or attend to other critical AP business.

Claims for reimbursement are to be submitted on specified forms to the Administrative/Finance Officer within 30 days following completion of travel. Claims received later than 30 days following completion of travel may not be reimbursed unless there are exceptional circumstances, and reimbursement is approved by the Executive Director. In no case will claims be reimbursed 30 days after the end of a funding year (normally December 31), so AP members will need to be quickly submit travel claims following the December meeting.

**What is not allowed:** AP members will not be reimbursed for alcohol, entertainment, and rental cars (except that rental cars for AP members may be authorized for meetings in certain locations – e.g., Girdwood). Also, if the AP meeting is in your hometown, hotel reimbursement is generally not authorized for AP members.