

Expense Policy

Outlines the responsibilities and policies regarding expenses, reimbursement, and travel and serve as agreement and verification of the responsible party.

- Any purchases or reimbursements of physical property belong to TPSA and should remain in the organization's possession and notification of assets made to the logistics coordinator.
- TPSA will not reimburse purchases made for personal or school use.
- TPSA reserves the right not to reimburse any purchase not made with explicit Executive Council or Board of Directors approval.
- Only TPSA Staff may be reimbursed for expenses.

Travel

All expensed travel must be pre-approved by the Executive Council or Board of Directors(BD)

Special Events

The Board of Directors may publish special policies for travel to special events such as the Summer Staff Conference. These policies will be published in the event information and will supersede this policy for the duration of the event.

Lodging

TPSA will reimburse the cost of lodging for official business up to \$200 per night without prior approval. Any lodging over \$200 per night must be approved by the Executive Council or Board of Directors (BD).

Transportation

Driving

TPSA will reimburse mileage for personal vehicles not towing the TPSA trailer using the below calculator. This should be calculated each time you purchase gas on your trip for the miles driven in that segment.

Miles Driven

\$0.00

Reimbursement

Enter the number of miles driven to calculate your reimbursement at \$3.56 per gallon at 16mpg (Updated on 4/29/2024)

The formula for reimbursement shall be the Current AAA Texas State Gas per Gallon Price Average + 10% overhead reimbursed per mile at 16 miles per gallon.

TPSA will reimburse tolls incurred with proof of payment.

Towing Trailer

TPSA will cover the cost of gas for any personal vehicle towing the TPSA trailer with the TPSA Shell Gas Card, and will not reimburse mileage for that trip. Please reference [Driver Fuel Card Policy](#) for more info.

Airfare

TPSA will not reimburse airfare for any reason. All airfare must be pre-booked by the TPSA Treasurer or Finance Director with approval of the Board of Directors.

Rental Car

TPSA will not reimburse rental car expenses for any reason. All rental cars must be pre-booked by the TPSA Treasurer or Finance Director with approval of the Board of Directors.

Dining

TPSA will reimburse the cost of meals up to \$10 per meal per day of approved travel.

Conferences

Any reimbursement request made for a conference must be approved by the conference organizer before approval by the Treasurer or Finance.

Reporting/Reimbursement Procedures



All purchases/reimbursements made with TPSA funds must be reported to comply with IRS regulations. Failure to report purchases/reimbursements will result in disciplinary action.

Staff members who incur TPSA-related expenses are required to submit those expenses for reporting and/or reimbursement as follows:

- Staff members must complete the expense reporting/reimbursement form, along with appropriate supporting documentation such as original receipts, for all TPSA-related expenses.
- Staff members are expected to submit reimbursement requests for approval as soon as practicable, no later than 10 business days after the expense is incurred. Any request made 31 days after purchase will be denied.
- All reimbursement requests are required to have a receipt, no reimbursements will be given for purchases without a receipt.
- Staff members who believe that the amount they have been reimbursed does not represent a complete reimbursement should immediately contact the TPSA Treasurer.

Reporting/Reimbursement Form

i Fill out this form in entirety and upload all receipts. If you need reimbursement indicate delivery method in the form. Zelle is the preferred method of reimbursement. After submitting this form, it will automatically sent to the TPSA Treasurer for approval.

[Complete Expense Reporting/Reimbursement Form](#)