

**Minnesota Music Educators Association  
Travel Reimbursement Policy**

*Approved Jan 5, 2019*

Reimbursement to all persons traveling on MMEA official business will be as follows:

1. Airline Travel
  - a. Airline travel undertaken on MMEA business is to be by the lowest excursion/coach fare available. Reservations should be made at least three weeks in advance to ensure lowest possible fare, and alternate airports in metropolitan areas should be considered.
  - b. No expense claim will be honored for air travel insurance.
  - c. Reimbursement of fees for checking one bag is available.
  - d. Airport shuttles, ride sharing, and taxicabs are allowed. Limousine service will not be reimbursed.
  - e. Airport parking will be reimbursed.
2. Automobile Travel
  - a. Auto mileage will be reimbursed, plus tolls and parking. The rate of reimbursement is set by the Board of Directors each year, and is available by contacting the MMEA office.
  - b. If a rental car is necessary at an out of state meeting or convention, approval must be obtained from the Executive Director or Board President in advance.
  - c. Individuals traveling for MMEA business from the same area to a shared destination are encouraged to share transportation. Mileage reimbursement is only available for the individual driving their vehicle.
3. Hotel Accommodations
  - a. Reimbursement will be made for the standard rate for a shared room in a mid-class hotel, with the exception of lodging for the Midwinter Clinic where single rooms are allowed.
  - b. When a single room is requested or if the room is shared with someone who is not an MMEA representative, MMEA will pay room charges and invoice the individual for half the room cost.
  - c. Fees for internet connection are generally not reimbursed, unless there is a business reason for internet connection.
4. Meals
  - a. An allowance up to \$40.00 per day will be made for actual itemized meal expenses. The amount may be increased for a specific event if approved by the Executive Committee.
  - b. Costs for alcoholic beverages will not be reimbursed.
  - c. On travel days, meal reimbursement will be based on starting and ending time of official meetings. If travel requires a partial day, the allowance should be adjusted.
  - d. If meals are provided as part of the event, the allowance may be adjusted.
5. Receipts
  - a. Receipts for hotel, airfare, parking, taxi/ground transportation, baggage fees, and tolls are required.
  - b. Receipts for individual meals of \$20.00 or more are required.
6. Reimbursement Request
  - a. Expenses must be submitted to the MMEA Office within 45 days of the end of the event. Reimbursement requests received more than 45 days after the event must be approved by the Board President or Past-President/Treasurer. Reimbursement may be disallowed or reduced.