



**OA Office Steering Committee  
Proposed Travel Expense Guidelines  
November 8, 2008**

Policies could include:

1. Persons traveling on behalf of OA must consider the least expensive mode of transportation.
2. Coach airfare must be purchased at least 30 days in advance.
3. Car rental must be approved in advance of trip by OA Office Steering Committee.
4. Overnight accommodations will be reimbursed at the rate of one-half of nightly hotel rate (including taxes and other fees). Persons traveling on behalf of OA are encouraged to share a hotel room with at least one other OA person attending the conference.
5. Central Atlanta OA IG will reimburse expenses validated by receipts and accompanied by an Expense Statement.
6. Persons traveling must use own funds for travel purchases.
7. Meal expense guidelines (includes taxes and tip):
  - Breakfast – Not to exceed \$10
  - Lunch – Not to exceed \$15
  - Dinner – Not to exceed \$25

Note: Alcohol charges are not reimbursed.

8. All expenses must be submitted within two weeks of completing travel.
9. Expense Statements and attached receipts must be reviewed and approved by Treasurer or Financial Secretary before reimbursement check is issued. Central Atlanta OA IG will issue a reimbursement check on approved expenses no later than two weeks following receipt of Expense Statement and receipts.