



# EXPENSE REPORT

PRINT FORM

SUBMIT BY EMAIL

Your Name: \_\_\_\_\_ Report Date: \_\_\_\_\_  
Your LPA Role: \_\_\_\_\_ Travel Date(s): \_\_\_\_\_  
Phone#: \_\_\_\_\_ Travel Purpose: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of expense if not for travel or meeting/event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expense Clarification	Amount of Expense	Account Code
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

FOR USE BY LPA OFFICE ONLY

2021 Mileage @ 56 cents per mile \_\_\_\_\_ mi.

TOTAL requested for reimbursement: \_\_\_\_\_

Attach all receipts (required for items over \$25). Please keep a copy for your records.

After approval, forward for payment via SUBMIT or printed copy to:

Please see the following page for approval policy information. Incomplete, unsigned, or unapproved expense reports will be returned. If submitting via email, please append receipt scans to form.

Requester Signature: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Deb Himsel  
LPA Executive Director  
617 Broadway #518  
Sonoma, CA 95476

317.201.4290  
debhimsel.lpa@gmail.com

## LPA EXPENSE REIMBURSEMENT POLICY

It is the policy of LPA to reimburse reasonable and necessary expenses incurred by Board of Directors, Officers, Staff and other volunteers while carrying out their assigned duties to further the advancement of the Association.

### General Policies

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- The reimbursement requests should be made using the LPA expense report form, and submitted to the Executive Director for Approval. Approved requests will be forwarded to the Finance Director for reimbursement.
- All expense reimbursement requests should be submitted within 60 days, or by September 30, whichever comes first. This allows for timely recording of the expense as well as timely reimbursement. Expense reports not submitted timely will require discretionary approval by the Executive Director or President.
- Receipts should be submitted at the time of the expense report. Any expense over \$25 for which no receipt is provided will be reimbursed only with the discretionary approval of the Executive Director or President.
- Exceptional circumstance will be reviewed on a case-by-case basis by the Executive Director or President, who may authorize reasonable additional reimbursements.
- The expense reimbursement policy will be to the current year's stipend limits.

### Travel

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All travel on behalf of LPA will be reimbursed according to the guidelines outlined below. Transportation, lodging at the meeting location, and away from home meals in connection with travel on LPA business will be reimbursed as indicated below as long as they fall or take place within the official travel/meeting period designated in advance for each LPA leadership group meeting or event. All Board of Directors, Officers, Staff and volunteers are asked to be mindful of our fiscal responsibilities to the Association. Excessive or unnecessary expenses shall not be reimbursed.

#### Transportation

- Transportation is reimbursable at coach rates. Round-trip airfare in excess of \$500 requires prior approval of the Executive Director or President.
- Travel in a personal auto is reimbursable at current IRS approved mileage reimbursement rate. Automobile travel expenses which exceeds the cost of coach fare requires prior approval of the Executive Director or President.
- Car rental or other forms of transportation is reimbursable only when less expensive than air travel, unless pre-approved by Executive Director or President.
- Required parking, including airport parking, taxi/Uber/Lyft/etc service, baggage fees and other travel expenses are reimbursable at cost.
- LPA does not reimburse for airline upgrades.

#### Lodging

- When traveling on behalf of LPA, pre-travel notice will be given to indicate how many days of lodging is approved for reimbursement for each situation.
- LPA will reimburse for standard accommodations at reasonably priced commercial class hotels.
- When attending official meetings during LPA's National Conference, the following guidelines will be used.
  - Board of Directors will be reimbursed for 3 days of lodging
  - Staff lodging will be covered for days worked at Conference. Additional days will be the responsibility of the staff member and not reimbursable.
  - Additional days of reimbursement may be made at the discretion of the Executive Director or President.

#### Meals

- Meals of reasonable expense while traveling on behalf of LPA, will be reimbursed at cost, not to exceed \$60 per day.
- For any LPA meetings, meals are typically arranged by LPA. If an individual opts to dine outside of those arrangements, the cost would not be reimbursable except in specific pre-approved circumstances.
- Volunteers and Staff should use good judgment when submitting reimbursements for food and beverage expenses. LPA reserves the right to refuse reimbursement for excessive food or beverage reimbursement requests.
- Purchases of alcoholic beverages shall be the personal obligation of the responsible volunteer or staff.

### Other Expenses

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Other expenses such as postage, supplies, and other items needed to conduct LPA business, will be reimbursed at cost.