



APPROVED 01/28/11

Policy on Reimbursing Directors for Travel

Expenses incurred for traveling to the annual conference are not reimbursable.

For travel to prospective conference sites by members of the site selection committee, to meetings of the board of directors, or other meetings that are a necessary part of conducting the business of the corporation (as determined by the Treasurer), the Treasurer is authorized to reimburse reasonable expenses for which individual directors have submitted receipts, as specified below.

Personal Use of Car: Mileage will be reimbursed at half the federal reimbursement rate. Directors who choose not to request reimbursement can treat the use of their cars for official CAIR business as a tax deductible charitable contribution on their personal income tax returns.

Parking: Parking expenses are fully reimbursable.

Subways and Busses: Fares for riding local mass transit to or from transportation depots and to or from meeting locations are fully reimbursable. It is understood that receipts may not be available for these expenses. The treasurer is authorized to reimburse reasonable subway and bus expenses even if no receipt is submitted.

Long Distance Mass Transit: Air fare, train fare, bus fare and other such expenses are fully reimbursable.

Shuttle Service: Shuttles between an airport, train station, or other depot and a meeting location are fully reimbursable, as is shuttle service between a director's home or office and the airport, train station, or other originating depot.

Taxi Service: Cab fare is only reimbursable for short trips and even then only when less expensive modes of travel are not viable options. The Treasurer is authorized to determine what is viable.

Rental Car: When renting a car is cheaper than taking a shuttle or taxi, or cheaper than using a director's personal car, car rental expenses are fully reimbursable.

Lodging: For site visits, or when a director cannot make a meeting without traveling to the meeting location the day before the meeting, the room charge and applicable taxes are fully reimbursable. Incidentals (e.g., movies, phone charges) are not reimbursable.

Meals: CAIR covers the cost of meals at board meetings. Expenses incurred for any other food or drink consumed before, during, or after meetings are not reimbursable.