



## **PSIA-AASI NRM Reimbursement of Expenses Policies** **2025-2026**

Authorized expenses incurred by board members, task force and committee members, team members, staff and others who are entitled to reimbursement should be submitted on the current [electronic Reimbursement Form](#) **within 14 days of the expense**. Itemized receipts must accompany all expenses, including lodging, travel, and miscellaneous expenses. Photos of supporting documents are not accepted. Please use Cam Scanner or another app that will allow you to convert your photos to PDF format. If you cannot access the electronic form, please email your expenses to the NRM CEO. ***To accommodate the end of our fiscal year, all expenses and timesheets for the previous season must be received in the office by May 1st.***

### **Travel**

- PSIA-AASI NRM will reimburse an individual for the least expensive airfare reasonably available. Mileage will not be accepted if the airfare is cheaper and vice versa. If a change of schedule is requested by the traveler, he/she will be responsible for the change fee. Exceptions due to emergencies will be reimbursed per the “reasonable person” approach.
- When travel days are more than 6 hours one-way (driving) PSIA-AASI NRM will compensate employees at the daily training wage for travel in each direction.
- PSIA-AASI NRM will pay 50 cents per mile for travel to and from events/meetings for those driving their own vehicle. For those carpooling with others, they can submit a \$.10 per mile incentive reimbursement for carpooling.
- Legitimate expenses such as parking and other related expenses will be reimbursed at actual cost with Itemized Receipt.

### **Meals**

- PSIA-AASI NRM will pay up to \$65 per day for 3 meals, when no meal option is provided. This includes training days.
- Guideline for Daily meals: \$15 Breakfast, \$20 for Lunch, \$30 for dinner.
- There is no reimbursement for meals, other than lunch, (\$20) when working within 100 miles of your personal residency.
- Business meeting meals must have an itemized receipt with the nature of business discussed, and a list of those in attendance at the meal.
- There is no reimbursement for alcohol.

### **Lodging**

- Lodging costs are reimbursed at actual cost (room and tax only) based on double occupancy lodging, whenever double occupancy is an option. Itemized Receipts must be submitted to obtain reimbursement. If an individual chooses to have a single room or upgrade, they will be responsible for covering the difference of the double occupancy rate.
- There will be no lodging reimbursement for stays within 100 miles of your personal residency. Only PSIA-AASI representatives will be reimbursed. There will be no reimbursement for family members, spouses, dependents, or significant others.