

Requests for reimbursement of expenses closely follow the policies and procedures of the State of California.

1. **Timeline** – All expense reimbursement requests shall be accompanied by a completed form and must be submitted along with receipts within 30 days of the expense, final invoice, or completion of travel. Payment will be processed by CALBHB/C within approximately one week of receipt.
2. **Best Price/Performance** – Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of California Association of Local Behavioral Health Boards and Commissions “The Association”, considering both direct expense and the individual's time.
If an individual chooses and is authorized to use a method of transportation that is:
 - a. Not the least costly,
 - b. Not the typical method of getting from one location to the other, or
 - c. Not "in the best interest of The Association"

In this case, a cost comparison will be prepared and the individual shall be reimbursed only the amount that would have been reimbursed had they traveled using the least costly method.

Car Rental: Vehicle rental is authorized when it is more practical or less expensive than the use of other transportation. Mileage reimbursement is not provided for distances driven in a rental car. Cost of gas for rental cars is reimbursable as it relates to miles driven. However, insurance coverage is NOT reimbursable. Please refer to www.mapquest.com for gas expense calculation.

Private Automobiles: Mileage will be reimbursed under the standard mileage allowance defined by the IRS for use of a private automobile based on the actual driving distance the most direct route. Such reimbursement will be made in lieu of any payment of actual automobile expense. You can find the mileage rate at <https://www.irs.gov/tax-professionals/standard-mileage-rates> . Please refer to www.mapquest.com OR www.google.com/maps for mileage calculation.

Parking Reimbursement: Individual may be reimbursed for certain parking charges.

- a. For day/overnight use parking while attending meetings (if free overnight parking is available onsite or nearby, expense will NOT be reimbursable).
- b. Parking at airports is allowed, but should consider parking at less expensive lots at airport.

Air Travel: Reasonably-priced tickets available using a commercial discount airfare (coach or equivalent) should be purchased. Be mindful of timely reservations to secure advance-purchase pricing. Other expenses such as upgrades, priority boarding or preferred seating, or excess baggage* are NOT considered a reimbursable expense. (*Baggage expenses related to required training or materials and equipment are reimbursable.)

3. **Meal Reimbursements** – The following reimbursement rates are maximums, not allowances. In the event of an audit, individuals must be able to produce receipts substantiating the amount claimed.
 - Breakfast: \$7
 - Lunch: \$11
 - Dinner: \$23
 - Incidentals: \$5

Individuals may not claim meals provided by The Association, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals. No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

For travel lasting 24 hours or more, individuals may claim meals (as noted above), based on the following timeframes:

First day of travel

- Trip begins at or before 6 am - Breakfast may be claimed
- Trip begins at or before 11 am - Lunch may be claimed
- Trip begins at or before 5 pm - Dinner may be claimed

Continuing after 24 hours

- Trip ends at or after 8 am - Breakfast may be claimed
- Trip ends at or after 2 pm - Lunch may be claimed
- Trip ends at or after 7 pm - Dinner may be claimed

For travel lasting less than 24 hours, individuals may claim breakfast and/or dinner (as noted above), based on the following timeframes:

Fractional day of travel

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 11 am and ends at or after 2pm - Lunch may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

4. **Travel Advances** – Those requiring money in advance of travel should submit “Request for Travel Advance” form to the Secretary/Treasurer at least two weeks prior to the travel.