

Commission on Opticianry Accreditation

EXPENSE REPORT AND APPLICATION FOR REIMBURSEMENT

(see other side for instructions)

Submitted by: Name _____

Address _____

City _____ State _____ Zip _____

For expenses incurred on: Date _____

Location _____

Function _____

Summary of Expenses:

Economy Airfare (attach copy of ticket or receipt) \$ _____

Ground Transportation \$ _____

Hotel Accommodations (attach receipt/bill) \$ _____

Meals (attach receipts) \$ _____

Other (please explain) _____

_____ \$ _____

TOTAL \$ _____

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### Office Use Only

Payment authorized by: \_\_\_\_\_

To be charged against the following account(s) \_\_\_\_\_

Date \_\_\_\_\_ Check # \_\_\_\_\_

## EXPENSE REIMBURSEMENT POLICY

*The Commission policies set forth when members will be reimbursed for travel expenses.*

It is the policy of the Commission to reimburse for such travel expenses on the basis of necessary and actual expenditures involved. It is hoped that those traveling for the Commission will use the same care in incurring expenses that would be used if traveling at personal expense.

### INSTRUCTIONS

1. Submit this expense report as soon as possible at the conclusion of travel or after expense is incurred. (Please, no later than 30 days.)

TO: Commission on Opticianry Accreditation  
Debra White, Director  
PO Box 592  
Canton, NY 13617

2. Please attach receipts for all hotel, plane or train expenses, as well as receipts for other expenses.

3. When traveling on business for the Commission, the following expenses are eligible for reimbursement:

A. Single room rate and tax

B. Transportation (Taxi, private automobile, rented automobile)

When automobile transportation is used, reimbursement is in keeping with Federal government allowance per mile (51 cents in 2011), parking and tolls. **When a private car is used for travel that could have resulted in airline travel, total reimbursement for private car mileage will be 1/2 the rate Federal mileage rate.** The Commission will not be responsible for traffic fines.

#### Rented Automobile

Rental automobile costs are reimbursed when:

- \* Lower cost transportation is not available.
- \* Two or more members are traveling together to and from the meeting location.
- \* Commercial travel is not available to and from the meeting location or its usage would result in a greater expense.
- \* Use of the rental car in accordance with no preceding guidelines is documented in the expense voucher.
- \* Reimbursement will be the cost of the rental car plus gasoline purchases.

C. Breakfast, lunch and dinner

D. Any expenses as authorized by the Chairperson or Executive Director.

E. Airline travel (coach only). All individuals traveling for the Commission are urged to use discretion in obtaining as low-cost a fare as reasonable. **Please make reservations more than 2 weeks before the travel.**

F. Gratuities

4. Expenses which are not reimbursable include alcoholic beverage costs, valet services, or in-room movies.

5. All invoices, receipts, or bills must accompany this expense sheet.