

## CAYSA Reimbursement / Payment

8 March 2017

CAYSA will pay for:

- Travel and expenses for attendance at meeting
- Travel to support CAYSA operations
- Reimbursement for items purchased for CAYSA Operations
- Meals for official business

To receive reimbursement complete and sign CAYSA Expense Reimbursement Form (available in CAYSA Office or Web Site [www.caysa.org](http://www.caysa.org) under Resources, Admin Tab), attach receipt. If receipts are not available, please provide a written explanation.

CAYSA will reimburse travel for operations, please furnish date, mileage and reason for travel on Form. The Rate of reimbursement will be the Official IRS Rate.

CAYSA will pay or Reimburse members for attendance at meeting or conferences if they are an official representative of CAYSA. CAYSA will pay for registration, transportation, parking and meals for the official representative only. For reimbursement complete CAYSA Expense Reimbursement Form, provide receipts for all claimed expenses (except mileage). Mileage will be paid from home to place of meeting and return, CAYSA will pay for mileage in or around the meeting, if it is for official business. Meals that are a part of the conference or meeting will be paid by CAYSA, no alcohol; as a representative you will be expected to attend the meal and will not be reimbursed if you elect not to attend. Hotel lodging will be paid by CAYSA, if reimbursement is required provide receipt. CAYSA will pay for a normal room; upgrades or extra charges will not be reimbursed. Parking will be reimbursed, provide receipt.

CAYSA will pay or reimburse for meals that are a part official business. NO ALCOHOL.