

Maine Swimming, Inc.

Policies and Procedures/Rules and Regulations Handbook

(updated November 5, 2019)

1806 - Travel & Expenses

1. Whenever possible, the details of travel reimbursement requests should be clearly outlined and approved by the MESI Board of Directors before the travel expenses are incurred. This will include summarizing details of all expected charges for meals, hotels, air and ground transportation, and any other related expenses directly connected to travel on behalf of MESI.
2. An expense form will be submitted for all business travel to be reimbursed. Requests should include all original receipts and be submitted for payment within 45 days of travel. The request should include totals and be signed by the person seeking reimbursement.
3. Mileage will be reimbursed **for those traveling on behalf of MESI business at the current IRS charitable mileage rate** based on **the GPS or Google Maps** mileage **for shortest travel time.** **Contractors will be reimbursed at the current IRS business mileage rate.**
4. Expenses may be paid up front with the MESI debit card, such as airline tickets and hotels with MESI Board of Director's approval.

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