

## Travel Expense Reimbursement Form Instructions

These instructions correspond with the Travel Expense Reimbursement Form that can be found on the ODV-Board Confidential section of the website:

1. Enter your name and today's date at the top of the form.
2. Enter the date expenses were incurred across the top of the page.
3. The paid by traveler column is to be used to record the total paid by the traveler (cash, check, and personal credit card where the traveler is responsible for payment). This column will autofill.
4. Charged to ARRL is to be used to record those expenses that were charged directly to ARRL corporate credit cards. Such charges might include: (1) Air travel card use, and (2) American Express Credit Card on the ARRL account. Note that hotel bills for large groups may be paid and charged directly by headquarters and then would not be reported here.
5. Total Expense is a grand total of your expenses. The amount must equal the sum of the "Paid by Traveler" and the "Charged to ARRL" columns. It must also equal the sum of the individual daily columns.
6. The amount claimed for mileage is the current IRS applicable reimbursement rate. Complete the number of auto miles driven and the reimbursement will be automatically calculated by the spreadsheet.
7. Total Expenses represents the sum total of expenses incurred each day.
8. Traveled From is used to record the city and state you left from that day.
9. Traveled To is used to record the city and state you arrived in that day.
10. Hotel/Motel List charges per night under the correct date. \*Note: Please separate the nightly room charge from any other charges to the room. For example: Hotel, and restaurant charges under meals.
11. Number of Auto Miles Record the number of miles you drove your personal car that day.
12. Reconciliation Box
  - a. Total Paid by Me represents the total of expenses paid by you on an out of pocket expense reimbursed basis. DOES NOT INCLUDE AMOUNTS CHARGED DIRECTLY TO ARRL. (This will auto calculate)
  - b. Less ARRL Advance If you received an advance of cash from ARRL, record the amount of the advance. It will be subtracted from the "Total Paid by Me" to arrive at the net figure.
  - c. Net Due Me If the "Total Paid by Me" exceeds the "ARRL Advance" you will be issued a payment for the net due you.
  - d. Net Due ARRL If the "ARRL Advance" exceeds the "Total Due Me" please attach a check made out to ARRL for the amount due ARRL.
13. Purpose of Trip Briefly outlines the purpose of the trip (e.g., club visit, division convention, etc.)
14. Meals & Entertainment Expenses Explanation Internal Revenue Service's Regulations are very strict on this type of expense. Detailed records on business purposes, who, what, and where are required by the IRS. Please provide this information in this block, in bold. Reimbursements will not be reimbursed without this required information.

15. Traveler Certification your signature is required.
16. Charge To enter the following as appropriate.
  - a. Director/Vice Director - Division name, Committee Name or BOD
  - b. Officers - Officer expense, Committee name or BOD
  - c. HQ Staff - as specified by CEO or CFO
  - d. Field Organization - Section Expense
  - e. QSL Bureau, NTS Staff - as appropriate

Principles for charging costs of travel (where travelers participated in more than one meeting).

**Board of Directors Meeting combined with any committee meeting:** All expenses should be charged to the Board of Directors meeting except any clearly identifiable with arriving a day early or staying over a day for a committee meeting. (Example: Chairman A&F decides to hold an A&F Committee meeting on the Thursday before a Board Meeting - the room rate and any meals for Thursday should be charged to the A&F Committee.)

**Executive Committee Meeting combined with any other committee:** All expenses should be charged to the EC except any clearly identifiable with arriving a day early or staying a day later.

**Standing Committee meeting combined with a division, state, section, or national convention or other national event:** Expenses related to attendance at the convention or national event shall be reimbursed only to the extent permitted by other policies. For example, all Directors are permitted to attend a National Convention with the expenses charged to their Division Budgets; in the case of other conventions, only the Director of the Division in which the convention is being held and the Director of a neighboring division, if authorized by the President and with the concurrence of the host Director, may claim convention-related expenses. For all committee members the expenses related to meeting attendance, including the cost of transportation, meals, and lodging for the day(s) of the meeting and as necessary for travel, are chargeable to the committee budget. Standing Committee meetings combined with a convention or national event may only be scheduled for the day before or the day after, and only when committee business is expected to occupy a full day (defined as at least 6 hours). Standing Committee Meeting combined with an Ad Hoc Committee meeting: Split the expenses 50% & 50%.

17. Approved traveler leaves these blocks open; and then forwards the form as follows:
  - a. Director - to the CFO for administrative review/approval.
  - b. Vice Director - to their Director, who initials the first approved box and forwards it to the CFO.
  - c. Officer - to the President, who initials the first approved box and forwards it to the CFO.
  - d. HQ Staff - to the CFO or employee's Department Manager.
  - e. Field Organization - to the Field Services Manager.
  - f. NTS Staff - to the Field Services Manager.
  - g. QSL Bureau - to the Field Services Manager.
  - h. Committee members - to CFO for administrative review and approval.

18. Attach receipts to the form.

Please note that if driving was selected in lieu of flying, a screenshot of airfare for the selected dates at least two weeks prior to the trip must accompany receipts to document a baseline for the cost of flying.

Review the ARRL Travel Policy to ensure that all items reported are in accordance with that policy.