

Expense Report

Name: _____

Address: _____

Purpose of expense: _____

Date and Description Of Event					Total
Airfare					
Transportation					
Mileage <small>Cannot also expense gas</small>					
Shuttle/Taxi					
Tolls					
Rental Car					
Parking					
Breakfast					
Lunch					
Dinner					
Hotel					
Gratuities					
Miscellaneous					
Total by Day					
				TOTAL:	\$

Receipts must be attached to expense form.
See the reverse side of this form for COA's reimbursement policies.

Signature: _____ Date: _____

Check number: _____ Date: _____

California Orthopaedic Association

Expense Reimbursement Policy

Reimbursement is limited to actual expenses incurred and receipts, whenever possible, must accompany the expense report.

Expenses for a spouse or guest and personal needs are not reimbursable.

Expense forms must be signed and submitted within 60 days following a reimbursable expenditure.

Expenses must be itemized.

Hotel reimbursement will be limited to the cost of a single regular room at the meeting/convention room rate.

Airfare will be limited to the costs of a 21-day advance coach ticket. Mileage will be allowed in lieu of airfare, but limited to no more than the costs of the airfare. Mileage will be reimbursed at the rate of \$.50 per mile.

When traveling by air, COA will reimburse round-trip mileage from the office or residence to the airport, plus airport parking fees.

Rental car expense will be allowed if necessary for COA business and if it is the most cost-effective way for the individual to travel to the meeting. If the individual chooses to rent a car when a shuttle service would have been more cost effective or complimentary, the rental car reimbursement will be limited to the amount of the shuttle service.

Toll road charges will only be allowed, if the toll road was the only way to travel to the location.

If a Uber/Lyft is available and you choose to take a taxi instead, the reimbursable expense will be limited to the lesser cost either the Uber/Lyft service or taxi rate.

Meals are reimbursable up to \$60.00 per day. Each day is considered on its own and is not averaged with the other days. Receipts are required. Meal reimbursement is not allowed if COA provided the meal at the meeting.

Personal expenses such as laundry, barber, in-room movies and excessive room service charges are not reimbursable.

Reimbursement for the professional time spent preparing a presentation is not a reimbursable expense unless expressly authorized in writing by COA.

Reimbursement for gratuity will be capped at \$10/per day. Any gratuity over the allowed amount is considered a "personal expense" and will not be reimbursed.

April, 2023