



Kentucky LMSC Travel Guidelines

TRAVEL AUTHORIZATION

Any member of the KY-LMSC may claim reimbursement for KY-LMSC connected expenses from the KY-LMSC treasurer by presenting receipts and a listing of those expenses. No reimbursement will be made without supporting receipts.

REGISTRATION FEES TO MEETINGS

The KY-LMSC will pay registration fees to any meeting or convention where it is the decision of the KY-LMSC to send a delegate(s) to the sponsoring body as a voting delegate(s) or as a representative of the KY-LMSC.

TRANSPORTATION

Transportation used by delegates/representatives shall be the most economical and standard move, via the most direct and usual route.

When traveling by plane the least expensive coach accommodations shall be used.

When air travel is not practical the KY-LMSC will pay the delegates/representatives mileage reimbursement based on the current IRS mileage rate for charitable purposes. The total amount of allowable reimbursement shall not exceed the cost of the least expensive class travel to the same destination.

Any member of the KY-LMSC may submit a claim for reimbursement for travel expenses to and from the member's home city to the site of any KY-LMSC meeting.

LODGING

The KY-LMSC shall reimburse for the actual lodging expenses at the lowest available room rate, at half the rate for a double occupancy room plus applicable taxes.

GRATUITIES

The KY-LMSC will pay gratuities if they are separately listed on the expense voucher.

LOCAL TRAVEL AT CONVENTION

The KY-LMSC will pay gratuities if they are separately listed on the expense voucher.

GARAGE/PARKING

If the attendee travels by auto to the meeting, the garage/parking fee receipts should be presented to the KY-LMSC for approval of payment.

MISCELLANEOUS EXPENSES

All miscellaneous expenses such as baggage fees, etc. must be identified and justified in writing to the KY-LMSC.

TRAVEL REPORT DEADLINE

All reimbursement claims for expenses by the attendees to any approved meeting should be in the hands of the treasurer of the KY-LMSC within 10 days of return to Kentucky or the attendee's home city.

ADVANCE PAYMENTS

At the request of the attendee to the KY-LMSC treasurer, payment for common carrier can be made after the traveler has incurred the expense.