



**San Antonio Post**  
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### Post Travel, Conference and Sponsorship Reimbursement Policy

The Society of American Military Engineers, San Antonio Post is a non-profit professional organization that has a limited budget and run entirely by volunteers. At times the organization reimburses members to attend conferences, training and other events. Since the Post has a limited budget, attendance is voluntary and the event is a benefit to the individual attending the event, the member may incur some costs which the Post will not reimburse. In the interest of making the maximum use of the available funds, the following rules have been put in place.

Receipts are required for any reimbursement.

The following items typically will be reimbursed unless specifically excluded in the authorization:

- Airfare to/from the event – Travelers should obtain airfare at least 21 days in advance or the cheapest available airfare consistent with the event requirements and reasonable personal considerations. Baggage fees are reimbursable for one (1) bag.
- Hotel – Consistent with the event duration and quality hotel. The traveler may stay additional days at their own expense.
- Event Registration – Full event registration. Does not include optional events such as tours, golf tournaments and fun runs.
- Travel to and from the airport to the hotel/event – Travelers are expected to use the cheapest means available consistent with the event requirements.
- Parking at the departure airport or taxi to the airport. The person is expected to use long term/economy parking. If a taxi is used to get to the airport, the total expense should be less than parking.
- Mileage in lieu of airfare – Paid at the IRS/DOD mileage reimbursement rate and not to exceed the airfare. Does not include local mileage at the event unless specifically authorized.

The following items will not be reimbursed unless authorized prior to departure.

- Meals – Includes meals while traveling and at the event. If authorized, the traveler is expected to take advantage of all available hotel and event meals and only file for non-

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available meals. Reimbursement for meals should be limited to no more than DOD meal per diem for any given location.

- Internet service if authorized prior to departure. Most hotels now offer free Wi-Fi connection in rooms or hotel lobby areas with very few exceptions. SAME events such as JETC normally also provides free internet service in the main event facility.

The following items will not be reimbursed:

- Business/first class upgrades for airfare or hotels
- Room Service or Movies
- Cost associated with optional tours, continuing education programs, other activities associated with the event
- Alcoholic Beverages
- Priority boarding or choice seating
- Tips
- Local mileage at the event or getting to the event
- Rental Cars

The above list of items that will not be reimbursed is not all inclusive. If you have a question as to whether an expense will be reimbursed, please contact the person who authorized the trip to obtain a determination. All exceptions or authorizations should be in writing. Email constitutes in writing.

A copy of this policy should be provided to all travelers when asking them to travel at the post's expense.

Approved by vote of the Board of Directors on March <sup>31</sup>~~XX~~, 2015

SIGNED  David L. Yang, F.SAME, Post President

SIGNED  Edward Medina, Post Secretary