Member Travel Reimbursement Form

Tennessee Society of Certified Public Accountants

201 Powell Place, Brentwood, TN 37027
615-377-3825 • Fax: 615-377-3904 • *tscpa_ap@tscpa.com*

MEMBER INFORMATION

Name: _____

Firm: _____

Address: _____

City: _____

State, Zip: _____

TRAVEL INFORMATION

Meeting Attended: _____

City: _____

Dates of Travel: from _____ to _____

Signature:

_____

Date Submitted: _____

MAKE CHECK PAYABLE TO:

- ☐ Firm
- ☐ Individual
- ☐ Please contribute to the Educational & Memorial Foundation's Scholarship Fund.

A receipt for your tax deductible donation will be mailed to you.

EXPENSES *(attach receipts)*	AMOUNTS
Transportation:	
Air Travel *(coach)* _____	_____
Taxi _____	_____
Auto Miles _____ @ 76¢ per mi.	_____
Parking _____	_____
Other _____	_____
Hotel: *(attach bill)* _____	_____
Meals: _____	_____
Tips: _____	_____
Miscellaneous: (explain below)	
_____	_____
_____	_____
Total Expenses:	_____

POLICIES OF THE TSCPA BOARD OF DIRECTORS

MEMBER'S TRAVEL REIMBURSEMENT

Travel expenses incurred by members of committees and the Board of Directors in performing their duties as such will be reimbursed provided such reimbursement has been specifically authorized in the budget and is requested within 30 days. In no event, however, will requests for reimbursement be honored for meetings during a fiscal year if submitted more than 30 days after the close of that fiscal year which ends on March 31. All airfares are to be coach class and every effort should be made to take advantage of reduced fares. Members attending Society committee meetings may request reimbursement for mileage expense at the current IRS rate, provided such expense is not reimbursed by his/her firm or company. However, travel expenses incurred to attend the annual Leadership Conference are not reimbursed by TSCPA.

Out of state travel expenses, hotel accommodations and meals for committee members may be reimbursed only when incurred in connection with attendance at national or regional meetings arranged specifically for state society representatives to discuss subjects related to that committee.

Travel expenses for committee members generally will not qualify for reimbursement when incurred in connection with national and regional conferences qualifying for CPE credit.

Adopted November 19, 1999

Bylaws references: None

Council Policy references: Number 28