

**TRAVEL, MEAL AND EXPENSE GUIDELINES**  
For Board, Committee and Taskforce Members

Adopted October 1999  
Amended 1999, 2002, 2003, 2005  
Reviewed 2006 by Treasurer

Purpose: To provide equity between volunteer committees and lower barriers to volunteer service.

**General Guidelines for Meeting-Related Expenses**

1. Board and committee expenditures, including travel, are not reimbursable when that committee has exceeded its budget, unless express permission is received in advance from the Vice President of Finance, the Moderator, or the Chair of the Finance Committee.
2. Only expenses related to volunteer service are reimbursable from the UUA Budget. If a board or committee member incurs expenses for non-meeting activities (such as extra hotel nights related to non-committee related business prior to or following a meeting) these expenses should not be submitted for reimbursement. If these costs are directly billed to the UUA (such as hotel nights prior to General Assembly) the individual should reimburse the UUA for these expenses.
3. An advance for meeting-related travel will be authorized by the Vice President of Finance in cases of economic necessity.

**Travel**

1. Project Equality airlines, auto rentals, and other vendors should be used when possible. The Project Equality Buyers' Guide may be found at [www.projectequality.org](http://www.projectequality.org)
2. Air travel must be reserved at least 14 days in advance at the lowest rates possible (coach, tourist or senior citizen rates). Reimbursement for airline travel purchased with less than 14 days advance booking must be approved by the Treasurer, Moderator, or Finance Chair of the UUA.
3. Every effort should be made to use low cost transportation. Use of public transportation is encouraged.
4. Personal car usage is reimbursable at the current IRS rate. When a volunteer chooses to drive to a meeting, reimbursement will be made at the lower of the mileage reimbursement rate or airfare.
5. Parking tickets or fines for traffic violations are not reimbursable expenses.

**Lodging and Meals**

1. Moderate or lower-priced hotels and motels should be used. When traveling with a partner, spouse or other(s), volunteers are expected to pay the additional cost, **if any**, for a double room.
2. Volunteers are strongly encouraged to share rooms during meetings, particularly in hotels.
3. Meals are reimbursable - up to \$40 per day, including tips, for higher-cost locations: up to \$15 each for breakfast & lunch and \$25 for dinner, the total of which shall not exceed \$40 a day.  
The total and per-meal amounts should be adjusted to as low as \$30 per day for the lowest-cost locations. The cost of alcoholic beverages is not reimbursable.
4. Tips for such things as housekeeping and baggage handling are reimbursable up to a total of \$3 per day.

**Other**

1. Child care costs are reimbursable.
2. Purchase of a pre-paid phone card is reimbursable.
3. The Association's Board of Trustees' budget funds trustee liaison expenses in connection with Associate Member organizations. Participation in events sponsored by Independent Affiliate Member organizations, Districts, or other regional groups are not reimbursable from the Board of Trustees' budget except with prior approval of the Moderator.

**Meeting Arrangements**

1. All meetings are to be held in UUA facilities. Meetings may be held elsewhere only after receiving approval from the Vice President of Finance, Finance Chair or the Moderator.
2. Meals that take place during meetings, where practical, should be catered at Eliot & Picket house rather than at local restaurants. Catering costs must be in line with UUA reimbursement levels.

**Reimbursement**

1. Expenses may be submitted when incurred, even if this is in advance of the meeting.
2. Meals: The cost of each meal should be itemized separately, and the original receipt should be submitted.
3. All requests for reimbursement must be fully documented with receipts attached and submitted to the appropriate UUA staff member within two weeks of the meeting. UUA staff should submit reimbursements to the Financial Services Department within five business days of receipt. The Finance Services Department should reimburse volunteer expenses within three weeks as prescribed by the Vice President of Finance. Payments from individuals for personal expenses directly billed to the UUA are to be made within two weeks and are to be directed to the Financial Services office.