



TRAVEL EXPENSES

Western Council will occasionally reimburse the cost of authorized travel, including transportation, meals and lodging.

Original receipts or copies of original receipts are required for transportation, lodging and registration fees.

Meal expenses will be reimbursed at the current GSA approved federal CONUS rates in effect at the time of travel. Deductions for meals provided as part of meetings will be made in accordance with CONUS rules. Receipts are not required.

Mileage will be paid at the prevailing rate set by the IRS. The Treasurer will provide information on current rates with expense claim forms.

Mileage reimbursement to and from meeting destination will be reimbursed at the current IRS rate. Total mileage reimbursement shall not exceed the cost of an economy class airline ticket. Documentation for mileage and what the comparative cost for the airline ticket must be provided to the Westco Business office at the time the request for reimbursement is made."

Every attempt should be made to book economy flights for Western Council travel.

Travel reimbursement requests must be submitted to the Treasurer or fiscal agent on Western Council expense claim forms within sixty (60) days of the last date of travel.

Western Council will reimburse expenses incurred by Western Council members when unavoidable changes to authorized travel must be made.