

## **Travel Reimbursement Guidelines**

These guidelines are intended to assist non-staff instructors of the GFOA-sponsored training seminars. GFOA will reimburse eligible instructors for training related expenses according to the following guidelines:

### **Air Transportation - *Revised***

All flights should be booked at least 21 days in advance through GFOA's travel agent, Michael Bosse, at Big Tomato Travel (888-866-2865 or [BigTomatoTravelC@aol.com](mailto:BigTomatoTravelC@aol.com)). Please identify yourself as a GFOA instructor to have your airfare billed directly to the GFOA. For reservations reserved less than 21 days in advance, GFOA reserves the right to limit reimbursement to the discounted early booking fares available approximately 21 days in advance of departure date. GFOA will also reimburse baggage fees, but will not reimburse premium seating upgrades or reimburse change fees.

### **Hotel Accommodations**

Your hotel accommodations will be made by GFOA and guaranteed for late arrival. Your room and tax will be charged directly to the GFOA master account. GFOA does not cover in-room mini-bar charges or movies.

### **Meals**

GFOA will reimburse reasonable meal expenses while at the seminar. Expenses are covered for the afternoon preceding the start of your seminar through the day on which it adjourns. Please note that lunch is provided to both faculty and participants on each full day seminar.

### **Mileage**

If you drive your own car to the airport, we will reimburse you for your mileage (at the IRS mileage reimbursement rate) and parking. In the event that you plan to drive to the seminar site, GFOA will only reimburse using the IRS mileage reimbursement rate up to the lowest available airfare for travel between the trainer's home city and the training location.

### **Local Transportation**

Local transportation to and from airport by taxi and public transportation are reimbursable. GFOA does not reimburse for rental cars.

Instructors should submit their itemized expenses no more than two weeks after their program date to:

**Dan Zielinski**

**GFOA**

**203 North LaSalle, Suite 2700**

**Chicago, IL 60601**

Please attach original receipts for as many of the itemized expenses as possible. All expenses of \$25 or more must be documented with a receipt. Your airline ticket receipt must accompany your expense report (even if the GFOA was charged directly for your airfare); please submit the receipt portion of the actual ticket in addition to the travel agent's invoice/itinerary.

We appreciate your cooperation and assistance. If you have any questions, please contact Dan Zielinski at (312) 977-9700 x 4410 or at [dzielinski@gfoa.org](mailto:dzielinski@gfoa.org)