



## Expense Reimbursement Information

Please submit itemized receipts for all reimbursements. Further, reimbursement requests must be made **within 60 days of the meeting** per IRS guidelines. Expenses submitted more than 60 days after the meeting date are not eligible for reimbursement. However, upon request, we can provide a letter acknowledging the unreimbursed amount as a charitable donation.

We seek to be good stewards of the Lord's resources and ask your assistance in helping control our costs. As you plan your trip, we offer the guidance below.

**Transportation:** Please try to keep your total transportation cost to \$450. Contact us in advance of booking your travel if you find that limit to be unfeasible.

### Air Travel

--Please make your airline reservations well in advance, making every attempt to avoid extra fees. Seat upgrades and baggage fees for your convenience are at your expense. If your flight is over \$400, please get prior approval before booking the flight by emailing [events@pcanet.org](mailto:events@pcanet.org).

If flying Delta, please use Meeting Event Code NM4U2 for possible discount and benefit to PCA Administrative Committee.

### Airport Transportation

-- We have a list of shuttle providers that serve our area: <http://www.pcaac.org/airport-shuttles/>. The shuttle's current price is \$85 each way.

--Rideshare options like Uber or Lyft may also be cost effective.

--Rental cars from the Atlanta airport may also be cost effective, especially if two or more attendees are sharing the vehicle. Please be sure to include their names with your reimbursement.

### Driving

-- Renting a car is often less expensive than reimbursing mileage (of more than 70 miles/day of meeting length) when driving from home. Considering higher meeting attendance and the current mileage reimbursement rate for personal vehicle use, we seek your cooperation in reducing automotive transportation expenses.

### Food and Beverage

-- In most cases, the Administrative Committee will make all meeting meal arrangements. When traveling to and from the meeting, we normally apportion \$15 for breakfast or lunch and \$25 for dinner (inclusive of dessert and drinks). We will not reimburse alcohol. If submitting a meal receipt for more than just yourself, be sure to include each person's name for accurate reimbursement. **It is important to supply the itemized restaurant meal receipt, not just the credit card receipt, to provide adequate detail to substantiate the reimbursement.**

### Lodging

-- Normally we do not cover lodging en route to or following our meetings without prior authorization. All lodging at our meetings is provided by the Administrative Committee.

Thank you for helping the PCA Administrative Committee as we try to steward the resources with which we are entrusted. If you have any questions, please email [events@pcanet.org](mailto:events@pcanet.org).

