

## VIAAA Travel Criteria and Reimbursement Policy

### Trips Taken:

1. National Conference (President, Executive Director, NIAAA Liaison)
  2. Section Meeting (President, President Elect, NIAAA Liaison, Executive Director, Past President)
  3. VIAAA Conference (President, Executive Director)
  4. September NIAAA Meeting for LTI (LTI Chair, Vice Chair and Certification Chair)
  5. Executive Director's Conference
  6. Teachers of LTI classes (to include room and board)
  7. Professional Development and NADW presenters
  8. Sunday Meetings to include: officers, past presidents and any board member making a presentation upon request.
  9. \$500.00 for award winners, retired national award winners.
- **Mileage:** 30¢ per mile to drive. If travel is 300 miles or less one way, member should drive. If travel is over 300 miles, member may fly at the best advertised price.

### Meal per diem: (When representing the Association)

1. \$15.00 Breakfast
  2. \$20.00 Lunch
  3. \$30.00 Dinner
- Total: \$65.00 per day.** (Does not include tax and 15% tip)

**Hotel Expense:** May stay at the advertised lodging for any event attended while representing the VIAAA.

Sunday meetings to include: officers, past presidents, and any board member making a presentation upon request to the President.

### Other expenses covered with receipt:

1. Cost of transportation to and from airport
2. Cost of transportation to and from motel if not staying at hotel that hosting the event
3. Other expenses with prior approval

**All receipts for reimbursement are due to the Treasurer no later than 14 days after the conclusion of the event. (Amended 04/27/15)**