



Expense Reimbursement Guidelines

LGAC Bylaws

Article 4 Section 4.6 Expenses

All members and alternate members shall serve without compensation. Members and alternate members may be reimbursed for their reasonable expenses incurred in the performance of their duties, in accordance with the standard travel regulations, and as provided in the budget. Completed LGAC travel vouchers are required.

Reasonable Expenses

Reasonable expenses include transportation costs (e.g. mileage rate is .575 per mile), train, rental car, etc.), meals, lodging, tolls, and parking associated with attendance at LGAC quarterly meetings or other meetings/events attended in fulfillment of your obligations as an LGAC member. Any travel not associated with an LGAC quarterly meeting must be pre-approved by the Alliance. The LGAC grant uses the government per diem rates found on www.gsa.gov as a general guideline to reasonable cost for meals and lodging.

Overnight Accommodations

Lodging will be provided for members attending LGAC meetings. Meetings are generally scheduled to minimize overnight stays to one night. Lodging will be provided before or after meetings for members who must travel long distances (generally defined as two (2) hours or more) and when travel must be conducted between the hours of 10:00 p.m. and 7:00 a.m.

Travel Vouchers

The travel vouchers labeled as “LGAC Volunteer Hours Timesheet and Expense Reimbursement Voucher” are provided at each meeting and should be submitted within seven (7) business days of the meeting. Please be sure to request receipts to submit with your travel voucher. If lost, travel vouchers can be requested from the Alliance support staff. Vouchers submitted more than 60 days after expenses are incurred may not be approved.

All LGAC members may be reimbursed under the above guidelines when attending other committee or organizational functions when representing the LGAC in an official capacity. While attendance at other meetings for general interest is encouraged, reimbursement for these activities are generally not covered, but may be pre-authorized on a limited basis as funds are available.