

**California Educational Research Association (CERA)**  
Board Member Travel and Expense Reimbursement

**CALIFORNIA**

Lodging	\$180.00 (plus taxes)
Meals per day	\$65.00

**OUT OF STATE (Chicago, SFO, NY, DC, MASS)**

Lodging	\$240.00 to 280.00
Meals per day	\$60.00 to \$70.00

The Organization shall pay or reimburse the ordinary, necessary and reasonable cost of hotel accommodations. "Deluxe" or "luxury" hotel rates are not to be paid or reimbursed. Board members shall obtain a rate at least equivalent to the hotel's corporate or discount rate. The above rates are ranges for major metropolitan areas and should be used as a guide in determining reasonable cost.

On occasions when a particular hotel is the site of a convention or other event sponsored by another entity, the rates charged by the hotel may be a reimbursable expense, but the cost of such hotel will be a factor in the Organization's determination of whether to have board members attend such event. Expenses for travel, lodging and meals will be reimbursed by the foundation for board members approved to represent the foundation.

The Organization will not pay for the additional cost above normal room rates for hotel suites unless such accommodations are used for meetings for Organization business. The use of a suite shall require the prior approval of the President.

**SPOUSAL EXPENSES**

If the spouse of a board member accompanies him/her on a business trip for the foundation, the spouse's expenses cannot be charged to the foundation.

**AIR TRANSPORTATION**

Air fares shall be coach class and should take advantage of early booking rates (seven and fourteen day advance) and Saturday night stay when possible.

**AUTO RENTALS AND MILEAGE**

Rentals are at the mid-sized rate

Private car use	0.565 per mile
-----------------	----------------

## REIMBURSEMENT PAYMENTS

Reimbursements for meetings and related expenses shall be submitted on the Organization's standard form with receipts attached within 20 days of the meeting or event. Costs incurred during the fiscal year must be received by January 31 to facilitate the closing of the books.

Board members who participate in executive board meetings at the request of the President will be reimbursed for expenses related to the travel. Expenses shall be listed and receipts attached to the reimbursement form.

## LOCATION OF BOARD MEETINGS

Meetings of the CERA Board shall be held at a site determined by the Organization's President (which is typically a location near the annual conference). The primary factors to be considered in selecting alternative locations for Board meetings shall be (1) the programs and purposes of the meetings and (2) the cost thereof.

Adopted: