



KWVA Board of Directors Travel Expenses

Name _____ Date _____

Address _____ Email _____

City _____ St _____ Zip _____

Period Covered _____ Approved by: _____

Purpose of Trip _____

Dates							TOTAL
Transportation Cost: Air/Taxi/Train/Bus							
Auto Rental							
Baggage Expense							
Personal Auto Mileage (US Gov't rate)							
Parking Hotel/Airport							
Lodging							
Per Diem (US Gov't area rate)							
Conference Fees							
Other							
						Grand Total	

All reimbursement requests must be accompanied by receipts or other documents to verify expenses.

Signature of Board member: _____

Submit this reimbursement request with receipts to:

KWVA Headquarters
3 Black Skimmer Ct.
Beaufort, SC 29907-1823
 Email: Hadquarters@KWVA.US
 Phone: 8430379-3993

KWVA Travel Expense Reimbursement for the Board of Directors

AIRLINE/TRAIN/BUS TRAVEL: Travel expense, via these methods, shall be listed and receipts attached to the reimbursement form. All travel shall be by coach (Economy) accommodations. Travel expense, by any means, to and from the airport/train/bus station shall be the US Government published rate for the travel year, plus economy parking or actual expenses incurred.

BAGGAGE EXPENSE: Baggage expense, be it regular baggage or carry-on, must have receipts attached to the expense report

MILEAGE: Payment per mile traveled in a personal automobile shall be at the US Government published rate. Rates for each year can be found online at: <https://www.irs.gov/tax-professionals/standard-mileage-rates>. Total payment will not exceed round trip coach (Economy) airfare.

PER DIEM: Per diem allowance shall be at the rate as published by the U.S. Government for the geographical area. The rate differs for travel days versus days on site (lodging). Rates can be determined by going to the official website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

HOTEL/MOTEL: Lodging expenses are based on single room cost during overnight stays while actual meeting nights are based on prearranged contracted costs. Hotel/Motel cost and receipts must be attached to the reimbursement request form.

EXTRAORDINARY EXPENSES: Any extraordinary expenses must be listed and receipts attached to allow determination of approval by the proper authorities.

OTHER THAN BOARD OF DIRECTORS EXPENSES: The Board will approve all other individuals authorized to attend meetings on KWVA business and set a maximum expense authorization for attendance. NOTE: Contact KWVA Headquarters for approval prior to travel.