

**ACEC CALIFORNIA SAN DIEGO CHAPTER
STATE DIRECTOR EXPENSE REIMBURSEMENT POLICY**

Effective January 11, 2018

The American Council of Engineering Companies of California (ACEC California) San Diego Chapter (Chapter) has adopted the following policy for reimbursement of expenses incurred by its State Directors when attending ACEC California meetings on behalf of the Chapter.

- **Airfare** – Standard coach airfare will be reimbursed at the lowest purchase price of all the State Directors.
- **Ground Transportation** – Reasonable ground transportation charges will be reimbursed. These include vehicle mileage, reasonable airport parking (or more economical ground transportation) in San Diego, and reasonable ground transportation (and parking, where applicable) at the meeting site. Vehicle mileage costs will be reimbursed at the current IRS rate. Such reimbursements shall not exceed the cost of airfare, as defined above, where air transportation to the meeting site is both reasonable and practical. As much as possible, use must be made of complimentary transportation (such as hotel shuttles) and shared vehicle rentals (where reasonable and practical). There will be no vehicle mileage reimbursement for use of vehicles for commuting purposes in San Diego.
- **Lodging** – Lodging will be reimbursed at the ACEC California negotiated rate and at the same site as the meeting (or an alternate site designated by ACEC California). Personal items (such as in-room entertainment or other activities/items) are not subject to reimbursement. Reimbursement will be limited to one (1) night's lodging, unless otherwise approved by the Chapter Board of Directors.
- **Meals** – The cost of meals for the State Directors incurred traveling to and at the meeting site will be reimbursed up to a maximum rate of \$60 per day, to the extent that meals are not provided by ACEC California at the meeting. No reimbursement will be made for meals for any companions or meals in San Diego. Reimbursement will be limited to one (1) day's meals, unless otherwise approved by the Chapter Board of Directors.
- **Annual Conference** – Attendance at the State Directors meeting during the ACEC California annual conference held anywhere outside San Diego County will be reimbursed in accordance with the above provisions. This reimbursement will be made for attending the State Directors meeting whether or not the participant takes part in the remainder of the conference. For conferences held within San Diego County, reimbursement will be limited to actual costs for mileage and parking, as described above. Conference registration fees will not be reimbursed, unless otherwise approved by the Chapter Board of Directors.
- **Receipts** – Full receipts must be provided for all reimbursable items.
- **Administration** – Deviations from or clarifications to the above policy are allowed only with the prior written approval of the Board of Directors of the Chapter. Reimbursement requests must be approved for payment by the Chapter Treasurer.