

American Mock Trial Association
Travel and Reimbursement Policy

Individuals who incur expenses in their course of performing AMTA-related duties at AMTA-sanctioned tournaments are entitled to reimbursement of reasonable expenses. Those seeking reimbursement are bound by the following policies.

1. Requests for expenses must be submitted on the AMTA Expense Form and must be accompanied by receipts and other appropriate documentation. In lieu of using the Expense Form, an AMTA representative may submit a reimbursement request via Expensify, but any such representative must take steps to allow for direct deposits.
2. Requests for reimbursement must be submitted to the Treasurer within 60 days of incurring the expense.
3. Expenses for which receipts cannot be obtained (tolls, cab fare, etc.) must be explained in the appropriate place on the AMTA Expense Form or in an e-mail directed to the Treasurer.
4. The following policies apply to travel expenses:
 - (a) AMTA will reimburse airfare and related expenses (*e.g.*, airfare, checked baggage, and in-flight wi-fi) up to \$400.00. Any expenses over \$400.00 will not be reimbursed unless approved by the Treasurer or the Treasurer's designee prior to purchase.
 - (b) AMTA will reimburse mileage for personal vehicles driven up to \$400.00. Mileage will be reimbursed at the then-current IRS rate, using Google Maps for distances for inter-city travel and traveler estimate for vicinity mileage. Any expenses over \$400.00 will not be reimbursed unless approved by the Treasurer or the Treasurer's designee prior to travel.
 - (c) AMTA will reimburse other methods of travel (*e.g.*, train travel or for the use of institutional vehicles) up to \$400.00. Any expenses over \$400.00 will not be reimbursed unless approved by the Treasurer or the Treasurer's designee prior to purchase.
 - (d) AMTA will reimburse representatives for costs for rental cars and related expenses, including fuel, up to \$200.00. Any expenses over \$200.00 will not be reimbursed unless approved by the Treasurer or the Treasurer's designee prior to travel.
5. AMTA will reimburse the cost of a standard single-occupancy hotel room. Any hotel rate that exceeds \$150.00 per night, inclusive of taxes and fees, but exclusive of other costs (*e.g.*, wi-fi fees and parking) must be authorized by the Treasurer or the Treasurer's designee.
6. Meals will be reimbursed up to \$50.00 per day, inclusive of taxes and tips. Itemized receipts **must** accompany reimbursement requests for meals, including room service. No meal will be reimbursed without an itemized receipt. A maximum of 20% should be used when calculating tips. AMTA will not reimburse costs for alcoholic beverages.

7. AMTA representatives may request advances for travel by submitting a Request for Advance Form to the Treasurer or the Treasurer's designee.

8. All expense reimbursement requests are subject to review and approval by the Treasurer. Any requests for reimbursement by the Treasurer are subject to review and approval by the President.

9. AMTA will not reimburse any expenses for a spouse or guest accompanying an AMTA representative, unless such individual is also authorized to serve as a representative of AMTA.