



Texas Chefs Association Expense Reimbursement Policies

Please review and be aware of the following policies when making your travel arrangements.

1. Receipts are required for all reimbursable expenses. Reimbursement will be processed upon the submission of all receipts to the Texas Chefs Association State Administrator.
2. Lodging expenses shall not include telephone calls, internet service, movies or mini-bar charges.
3. Gratuities of 20% are recommended for food & beverage service, a maximum of \$5 for skycaps/bellmen and 20% for taxis.
4. Coach class airfare is the preferred mode of air travel. Reimbursement of travel expenses above these published fares will not be authorized without advanced approval.
5. Mileage by private car is reimbursed at the current IRS allowable rate. Mileage in excess of the cost of airfare to the same city will not be reimbursed.
6. Requests for reimbursement must be submitted within 90 days after the expense was incurred.
7. Guidelines for meal expenses are as follows. These figures are all inclusive, encompassing beverages, service charges, tax, gratuity, etc. Over-charges will be charged back to the individual's reimbursement.

Breakfast:	Recommended: \$10.00	Maximum: \$12.50
Lunch:	Recommended: \$15.00	Maximum: \$25.00
Dinner:	Recommended: \$25.00	Maximum: \$35.00

8. Total reimbursement will not exceed amount budgeted or approved.

Reviewed by

Date