

## **Kentucky LMSC Travel Guidelines**

### **TRAVEL AUTHORIZATION**

Any member of the KY-LMSC may claim reimbursement for KY-LMSC connected expenses from the KY-LMSC treasurer by presenting receipts and a listing of these requests.

### **REGISTRATION FEES TO MEETINGS**

The KY-LMSC will pay registration fees to any meeting or convention where it is the decision of the KY-LMSC to send a delegate(s) to the sponsoring body as a voting delegate(s) or as a representative of the KY-LMSC.

### **TRANSPORTATION**

Transportation used by delegates/representatives shall be the most economical and standard mode, via the most direct and usual route.

When traveling by plane "super saver" or the least expensive coach accommodations shall be used.

When air travel is not practical the KY-LMSC will pay the delegates/representatives a mileage reimbursement rate of thirty (.30) cents per mile based on the least number of road miles between the attendee's residence and the destination. The total amount of allowable mileage expense shall not exceed the cost of "super saver" or least expensive class travel to the same destination.

Any member of the KY-LMSC may submit a claim for reimbursement for travel expenses to and from his home city to the site of any KY-LMSC meeting.

### **LODGING**

The KY-LMSC will pay for one room, double-occupancy, for the actual dates of the meeting as convened.

If the attendee wishes to stay in a single room, the KY-LMSC will pay one-half of the single room rate.

### **GRATUITIES**

KY-LMSC will pay gratuities if they are separately listed on the attendee's expense voucher.

### **LOCAL TRAVEL AT CONVENTION**

Travel to and from the airport by regular shuttle or taxi, whichever is less expensive, can be paid by the KY-LMSC. KY-LMSC will not pay for travel by rental car.

### **GARAGE/PARKING**

If the attendee travels by auto to the meeting, the garage/parking fee receipts should be presented to the KY-LMSC for approval of payment.

### **MISCELLANEOUS EXPENSES**

All miscellaneous expenses such as baggage fees, etc., must be identified and justified in writing to the KY-LMSC.

### **TRAVEL REPORT DEADLINE**

All reimbursement claims for expenses by the attendees to any approved meeting should be in the hands of the treasurer of the KY-LMSC within 10 days of return to Kentucky or his home city.

### **ADVANCE PAYMENTS**

At the request of the attendee, payment for common carrier can be paid for at the time of ticket purchase.