Requests for reimbursement must be submitted within 30 days from the travel date and accompanied by sufficient documentation to support the expenses incurred. Receipts for all expenditures of more than $10.00 must accompany the expense reimbursement form.

Expenses that qualify for reimbursement include the following:

**Transportation** – the “most direct/least cost” arrangement available. Coach class airfare within the U.S. ASDWA will not reimburse additional airline fees such as requested/upgraded seat assignments, more than one checked bag or travel insurance/protection. ASDWA reimburses personal automobiles for local trips under 100 miles at the rate of $0.625 per mile (Federal mileage rate for second half of 2022). Bus, subway, ride-sharing services, taxis, or a personal/state car (airport parking is reimbursable) should be used to and from airports. Tips for service in connection with taxi trips or ride-sharing services may be claimed up to 15% of the fare. ASDWA will not reimburse car rental expenses except by advance authorization. ASDWA will not reimburse private car service.

**Housing** – government room rates and moderately priced hotels should be used where available.

**Meals** – the per day charge may not exceed $65.00 for three meals (including tips). Actual meal costs must be reported. An itemized receipt must accompany any meal over $10.00. ASDWA does not reimburse food delivery services such as Uber Eats. Alcoholic beverages are not reimbursable.

**Other** – business telephone charges may be claimed if information regarding the date and person contacted is provided. Reasonable expenses incurred in handling, storing, and checking baggage may be claimed.

**Items Not Reimbursable** – internet access, bar bills, entertainment, personal service items, airline or other trip insurance premiums.

**ASDWA Board of Directors**

Expenses covered for ASDWA Board members attending the In-Person Board meeting in the summer or fall include airfare, hotel, meals, and other expenses as detailed above.

Expenses by Board members incurred in connection with attendance of the Member Meeting or Annual Conference will not be reimbursed by the Association. Should a Board member be unable to secure state travel funding, the Executive Committee will consider reimbursement on a case-by-case basis.

Click to access ASDWA’s Pre-Travel Estimate Form
Click to access ASDWA’s Travel Expense Reimbursement Form