



**Development District Association of Appalachia  
DDAA Travel Reimbursement Policy  
Revised July 15, 2019**

From time to time, DDAA reimburses board members, staff, speakers, trainers, and awardees for their travel expenses. As a rule, reimbursees should recognize that DDAA is a nonprofit organization that operates under budgetary constraints. As such, we ask for your consideration in all purchases.

DDAA may reimburse travelers for the following purposes:

**1. Annual Conference**

Board officers shall receive compensated hotel rooms for the conference.

Board members, including Board officers, shall not receive compensation for the conference registration, travel expenses, meals, or any other expenses.

**2. DDAA Summer and Winter Board Meetings**

The DDAA shall cover the expense for hotel rooms and on-site group meals for all Board members. The President shall be authorized to approve the coverage of expenses for hotel rooms and on-site meals for other invited members of the DDAA, representatives of partnering organizations, or guests.

The DDAA shall not cover travel expenses or meals during travel for Board members, including officers. The President shall be authorized to approve the coverage of travel expenses for invited guests.

**3. Other Travel by the President**

For all other travel of the President that is related to his/her responsibilities as President, the DDAA will cover all travel, hotel, meal, and other related expenses.

**4. Other Travel for Persons Other Than the President**

For other DDAA related travel by any person, the coverage of travel, hotel, meal, registration, and other related expenses may be authorized by the President, at his/her discretion.

## 5. Award Recipient Travel

Award recipients should receive their reimbursements directly from nomination Local Development Districts. LDDs may apply to DDAA for support for one award winner (plus one guest) to attend the award recognition event and receive the award. DDAA may reimburse reasonable travel costs for two days and one night. Award recipients are not asked to pay conference registration for day in which they receive their reward, but they may attend the rest of the conference at their own expense.

## 6. DDAA Staff Travel

For travel related to DDAA activities, all travel, meal, hotel, and other related expenses for Association activities shall be covered by the DDAA. Funding for these expenses is included in the Association's budget.

### Eligible Expenses

DDAA generally applies the following policies when making travel reimbursements for the following activities.

- Hotel
  - A pre-approved number of night(s) + tax.
  - Use the applicable GSA rate for the area if not through a reserved hotel room block. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Flight (up to \$600).
  - If above this amount, notify DDAA for approval.
  - If possible, make travel accommodations at least two weeks before travel.
  - Flights must be coach-class.
  - No more than one checked bag.
- Ground transportation
  - For long-distance travel: Round trip mileage will be reimbursed in lieu of airfare at the current IRS mileage rate. <https://www.irs.gov/tax-professionals/standard-mileage-rates>
  - Receipts are required for all taxi and app-based shared ride services
  - Rental cars are reimbursed only when taxi or app-based shared ride services are unavailable or impractical
- Food and beverage
  - Federal per diem rate and policies apply for all food, beverage, and incidental expenses.
  - NOTE: Federal policy covers 75% of local per diem on travel days.

### Travel Reimbursement Process

Travel reimbursement forms will be provided prior to the event. Additional forms are available from DDAA staff.

- Forms must be returned to DDAA within fourteen (14) days of the event.
- Reimbursement will be provided within seven (7) days of receipt by DDAA.
- Photocopies or scanned versions of receipts for all expenses (except food) must be provided.