

## **OFFICER, BOARD MEMBER AND STAFF TRAVEL POLICY**

It is the policy of the Montana Chiropractic Association that all travel on behalf of and reimbursed by the Montana Chiropractic Association shall be budgeted and pre-approved in advance. All expenses shall be documented and submitted for payment not less than 60 days after the expenses were incurred. Expenses shall be supported by documentation consisting of sales receipts, account statements, credit card sales slips, or invoices.

Reimbursable expenses include registration fees, air travel, round trip airport transportation, meals not to exceed \$50 per day, and lodging. MCA will not pay for any meal functions or costs when paying for someone other than yourself.

February 17, 2016