

DDA Travel Policy

Purpose: To enact a fair and auditable travel policy for the DDA that establishes those travel expenses that will be paid for or reimbursed for staff and board member travel which benefits the DDA as defined by the DDA Board or Executive Director.

Pre-Approval: All travel needs to be pre-approved by either the Executive Director or the Board prior to the travel taking place.

Per Diem Expenses: To reduce the amount of paperwork and record keeping the DDA will pay a per diem for meals and incidental expenses incurred, such as local transportation, phone calls, internet connections, tips etc. without receipts. This per diem will be set at \$80 per day based on the following:

Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$40.00
Miscellaneous	\$10.00

If only a portion of the day is spent on travel the per diem will be adjusted for that portion. If a meal is provided to the traveler at no cost, the corresponding amount will be deducted from the per diem. This rate can be increased by the Executive Director or Board due to a high cost of living at the destination.

Expenses that will be reimbursed outside of the per diem with receipt are:

Transportation

Coach airfare for the traveler from Detroit to the nearest major airport to the conference and the cost of getting to and from the airport utilizing public/ground transportation or the IRS standard mileage from the traveler's home to the airport and back to home, or the IRS standard mileage from Ann Arbor to the destination city if less than coach airfare. The DDA will also reimburse for parking either at the airport or at the destination city.

Ground Transportation from the destination airport to the hotel utilizing either public transportation or a taxi cab.

Lodging

The "conference rate" including any taxes at the hosting hotel for the number of days that the conference takes place. If the travel is not for a conference then the DDA will reimburse a reasonable rate for hotels in the destination city.

Conference and Classes

The cost of the conference and/or classes for the staff/board member. The DDA will also reimburse tours that are conducted through the conference sponsor.

This policy does not apply to individuals who are not DDA Board Members or staff who have been invited to travel at DDA expense. Their reimbursements will be dictated by the board resolution that authorizes their travel.

Ann Arbor DDA Travel Reimbursement Form

Name: _____

Mail Check to: _____

Address, City, Zip Code

Date(s) of Travel: _____ to _____

Destination: _____

Reason for Travel: _____

Per Diem:

Amounts:	Breakfast	\$15.00
	Lunch	\$15.00
	Dinner	\$40.00
	Miscellaneous	<u>\$10.00</u>

Full Day Total \$80.00

Number of full Day(s) _____ x Per Diem Rate \$ 80.00 = \$ _____

Portions of partial Day(s) _____ Times covered: _____ am/pm to _____ am/pm

Times covered: _____ am/pm to _____ am/pm

Partial Per Diem(s) \$ _____ + \$ _____ = \$ _____

Deduct Per Diem of any meal provide during travel: \$ _____

Other charges:

Airfare/Train to destination per receipt \$ _____

Ground transportation to airport or destination and parking:

IRS Mileage rate \$ _____ x # of miles _____ = \$ _____

Cost of other ground transportation per receipt(s): \$ _____

Parking at the airport or hotel per receipt(s): \$ _____

Hotel and lodging per receipt: \$ _____

Cost of conference, tours or classes per receipt: \$ _____

Total amount due traveler: \$ _____