

WVAOP EXPENSE FORM

Period: From _____ To _____
 Name: _____ Address: _____
 City: _____ State: ____ Zip: _____ Telephone: _____
 Make check payable to: _____

Attach Receipts as Prescribed by Association Policy (below)						
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Date						
TRAVEL						
Air Transport						
Taxis						
Auto @.						
Parking/Tolls						
Auto: Rental						
Tips/Gratuities						
Telephone						
Entertainment						
Miscellaneous						
Lodging						
MEALS						
Breakfast						
Lunch						
Dinner						

Grand Total

*Details of Entertainment and/or Miscellaneous Expense					
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Date	Person(s)	Affiliation	Purpose	Misc Only	Amount

Purpose of Trip(s)		
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Date	Meeting of:	Location

Signature: _____	Date: _____
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IMPORTANT: In accordance with IRS regulations, expenses of \$25.00 or more and ALL entertainment receipts must accompany this expense report before requests for reimbursement can be honored. Failure to comply with this policy may result in a substantial delay of reimbursement. Your signature **REQUIRED** for reimbursement. Please see back of form for Association Expense Reimbursement Policy.

WEST VIRGINIA ASSOCIATION OF OPTOMETRIC PHYSICIANS

Travel Expense Policy

1. The President and President-Elect are eligible for reimbursement of expenses (lodging, travel, meals, registration fees, and special business meal functions) for attendance at the WVAOP State Convention, WVAOP Mid-Year Meeting, AOA Annual Congress and other meetings of a WVAOP State and AOA National nature where attendance is required to perform their official duties.
2. The President is eligible for reimbursement of mileage, meals, and lodging expenses (if necessary) to attend one (1) Area meeting per Area per year and for other required Association business.
3. The WVAOP President, Officers, and Committee Chairs are eligible for reimbursement of telephone expenses for Association business telephone calls required to carry out their duties.
4. The President may designate a member to attend an AOA meeting in his or her place if he or she cannot attend.
5. With concurrence of the Executive Committee, the President may attend or designate a member to attend other meetings of an optometric nature.
- All expense reimbursements shall be governed by the following guidelines:
 - Spouse expenses will not be reimbursed.
 - Travel within the state of West Virginia shall not be reimbursed except for travel as outlined in items 1 & 2 above.
 - Car rental expenses must have prior approval of the Treasurer.
 - All expenses must be verified by receipt. Those without a receipt will not be reimbursed.
 - Late registration fees, social events, tours, golf, and non-association expenses will not be reimbursed.
 - Travel:
 - Mileage at the existing IRS rate. Mileage shall be computer on the most direct route considering time and distances. Ride sharing is encouraged whenever possible.
 - Air fare for association business will be reimbursed at the lowest cost coach rate. Early reservations for discount fares are requested if possible.
 - Airport commuting to and from the meeting facility while on association business will be reimbursed at actual cost.
 - Lodging:
 - Reimbursed for stay at Headquarters Hotel or comparable facility for the extent of a conference or convention plus previous day arrival if necessary to meeting airline schedules.
 - Food Allowance:
 - Reasonable per day food allowance (verified by receipt) which shall not exceed seventy-five dollars (\$75.00) per day including gratuity.
 - Deviation:
 - Any deviation of Policy and expense guidelines must be approved by the WVAOP Executive Committee prior to incurring the expense and will be subject to review by the Treasurer.