



The Federation of State Massage Therapy Boards

Expense Reimbursement Policy

Preface: This is the policy statement of the Federation of State Massage Therapy Boards (FSMTB) regarding Expense Reimbursement. The Board of Directors (the “Board”) of the Federation of State Massage Therapy Boards (“FSMTB”), officers, and key employees each have an affirmative obligation to act at all times in the best interests of the FSMTB. FSMTB covers the cost of travel and related expenses for employees, officers, directors, committee members and certain others not in the direct employ of FSMTB when they are traveling on official FSMTB business. The purpose of this policy is to strike a balance between expenses incurred and the convenience of the person traveling.

Significant departures from the policy must be approved by the Board or by the Executive Director before reimbursement is provided.

Once required official travel and/or a meeting for the purpose of conducting FSMTB business is approved by the Board of Directors or by the Executive Director, FSMTB will reimburse Board members, committee members, and staff for actual, reasonable, and necessary travel-related and other expenses in accordance with the following policies and principles:

Transportation

1. All travel should be by the most economical and direct mode of transportation consistent with reasonable convenience. FSMTB will reimburse the actual cost of coach or economy class air, train, or automobile transportation to and from the meeting site and the traveler’s personal residence or principal place of business, whichever is lower in cost and/or the most efficient and reasonable mode of travel.
2. Travelers may make their own travel arrangements; however, if this poses any difficulty, e.g., inability to incur the travel charge, FSMTB will make the travel arrangements. Reservations should be made sufficiently before the meeting so as to take advantage of advance-purchase fare discounts, (typically 14-21 days in advance). Airlines should not be selected on the basis of frequent flyer mileage program enrollments; however, the traveler may retain frequent flyer bonuses. No reimbursement will be made for the value of air travel obtained using frequent flyer miles. FSMTB will cover the cost of one checked bag.
3. If a personal automobile is used, FSMTB will reimburse at rates set by the Internal Revenue Service and for tolls and parking. The IRS reimbursement rate is intended to cover all transportation, operating costs, insurance, and repairs, including the cost of gasoline. The reimbursed cost for mileage should not exceed what would have been the cost for coach or economy airfare for that trip. Requests for mileage reimbursement must be accompanied by documentation, such as directions from an online navigation site (e.g., MapQuest, Google Maps).
4. Except in the event of an emergency or a scheduling change made by FSMTB, fees charged by airlines or other carriers for rescheduling previously booked tickets will not be reimbursed.
5. Car rentals for incidental personal transportation during a meeting will not be reimbursed unless group transportation services are not available in that location or there is a reasonable business justification for the rental (e.g., to transport equipment or to permit more efficient and economical transportation for Board or committee members to activities during the meeting). Travelers should select compact or mid-sized cars whenever possible at the best rate available at the time of booking.
6. Other travel related expenses, including but not limited to airport parking, taxis, or shuttles, when necessary, will be reimbursed upon submission of a receipt. Group transportation in a regularly

scheduled van or shuttle or shared taxi should be a traveler's first choice, with individual transportation by taxi only if no other method is available or reasonable.

7. FSMTB generally schedules committee meetings by telephone conference call or to coincide with regularly scheduled Board meetings. In the event that committee meetings are scheduled at different times than Board meetings, an effort will be made to arrange them so that travel can be completed within the same day if the purpose of the meeting permits. In the event that an individual extends his or her stay at the meeting site at his or her own expense before or after the meeting, FSMTB generally will not reimburse for any travel-related expenses incurred more than one day before the beginning or one day after the end of a meeting, except for transportation to and from the meeting site.

Hotel Accommodations

If not arranged for by FSMTB and directly billed to the FSMTB master account at the facility where a meeting takes place, lodging expenses (single-occupancy sleeping room and applicable taxes or double occupancy room if the cost is the same) will be reimbursed by FSMTB whenever an overnight stay is required. Those attending seminars and conferences should take advantage of the favorable hotel rates usually offered to attendees.

Meals

If meals are not provided by FSMTB during the meeting or charged to its master account, attendees will be reimbursed for out-of-pocket costs based upon actual amounts, including gratuity, not to exceed \$25 for breakfast, \$25 for lunch and \$45 for dinner. Service gratuity for meals should not exceed 20% of the total charge for the meal. Meals consumed during travel time may be reimbursed.

Miscellaneous Tips

Tips and other gratuities are permitted for services such as housekeeping and baggage handling. A maximum of \$5 per day can be claimed for such tips.

Receipts

A bona fide, original receipt must accompany all requests for reimbursement. FSMTB will use its discretion as to whether it will reimburse expenses of \$20.00 or less when no receipt is presented. No reimbursement will be made for any expenses over \$20.00 if a receipt does not accompany the request.

Expense Reimbursement Request Submission Deadlines

All requests for reimbursement consistent with above policies must be submitted to FSMTB within 30 days after the meeting or other official or approved activity.

Examples of Nonreimbursable Expenses

- Expenses over \$20.00 not substantiated by original receipts
- Purchase of flight insurance
- Flight and/or seat upgrades
- Personal entertainment (e.g., in-room movies)
- Haircuts
- Costs incurred by failure to cancel hotel or transportation reservations
- Expenses incurred by family members or other guests of a director or officer or committee or staff member unless the family member or guest has a legitimate business purpose at the meeting

Adopted: 2009.8.2

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