

# WAFDO Expense Reimbursement Policy

## 1. General Policy

The Western Association of Food and Drug Officials expects that travelers exercise good judgment in making arrangements that strike a balance between the expenses occurred and the convenience of the person traveling. Traveler is responsible for all expenses associated with travel and will be reimbursed by WAFDO based on expenses submitted. WAFDO is not to be billed directly by a provider for travel expenses.

### A. Registration

Registration fees shall be waived. Fees for special events shall be waived for a single event.

## 2. Transportation

A. Air travel is to be taken by the most economical fare available. Advance purchase is required with a purchase at least 14 days in advance and 21 days or more whenever possible. First class or upgraded air travel is not authorized. Original receipt for airline tickets as well as the customer's final non-negotiable copy of the ticket is required.

### B. Automobile travel

Transportation costs will be provided between the traveler's home or office to and from the airport. When a traveler elects to drive his or her own car to the meeting site, the allowance is at the current federal reimbursement rate per mile plus the cost of parking. The reimbursed cost cannot exceed what would have been the cost for coach or economy airfare for that trip.

### C. Rental car

A rental car must be approved in advance.

### D. Public transportation

Taxicabs may be used in cases where less expensive means of public transportation are unavailable. When transportation to and from airports by public transportation, airport limousines, or bus, is available and convenient, it should be used in lieu of a taxi, unless the taxi fare is less.

## 3. Hotel Accommodations

Discounted group rates have been negotiated and must be used. Suites are not authorized and reimbursement will only be up to the rate of the room block contracted with the hotel. Reimbursement will include the negotiated group rate per night plus applicable tax and service charges. If you make your room reservations outside of the block, you may not be eligible for full reimbursement. Incidental expenses beyond the room and tax such as phone calls, food or drink, movies, internet charges or other ancillary expenses billed to hotel rooms will not be reimbursed.

## 4. Per diem

The current federal per diem rate for the destination city will be allowed for food. On travel days 75% of the federal per diem rate will be allowed with the following exceptions:

- Breakfast will be reimbursed if the travel departure time is prior to 7:00 AM;
- Dinner will be reimbursed if return to the destination city is after 8:00 PM.

WAFDO reserves the right to disallow per diem for meals which are provided at no cost to the participant as part of the program.

## 5. Travel Expense Report

A summary of expenses and the original receipts for expenses should be submitted within ten (10) working days of the completion of travel to:

Susan Parachini  
WAFDO Treasurer  
P.O. Box 460725  
Glendale, CO 80246

WAFDO will process the reimbursement and issue a check within 30 days of receipt of the travel expense documentation.

**6. Cancellation Policy**

The agreement between WAFDO and the speaker may be canceled 1) a natural or public disaster should render the program unfeasible; or 2) serious illness or family death should incapacitate the speaker. If a natural or public disaster requires cancellation, WAFDO shall not be responsible for the Speaker's fee but should reimburse the Speaker for any sum already expended for non-refundable airfare. In the event the Speaker should be unable to fulfill their obligation, they will not expect reimbursement from WAFDO for any advance sums already expended.