



CAHON Faculty Reimbursement Policy and Form

Thank you for serving as faculty at the CAHON Educational Event! Your contributions to the field are invaluable. Our travel reimbursement policies reflect CAHON’s not-for-profit tax status and mission. We are aware that they may not fully cover all your travel expenses. Reimbursement requests must be received no later than 90 days following the end of the meeting and must include supporting documentation (receipts). Checks will be issued within four weeks of receiving this form and required receipts.

Meeting Name: _____

Meeting Date: _____

Name of Recipient (check payable to): _____

Email: _____ Phone: _____

Reimbursement should be sent to the following address: _____

Table with 8 columns: Date, Lodging, Meals, Ground Transportation, Air transportation, Other, TOTAL. Rows include categories and a final TOTAL row.

Original receipts are required

I wish to decline this travel reimbursement as a donation back to CAHON

For staff use only
Expense Code: _____
Signature: _____

I certify that the above are actual costs incurred by me, for my use, related to the outlined approved travel.

Signature: _____ Date: _____

See reverse side for CAHON reimbursement policy



CAHON Faculty Travel Reimbursement Policy

- Lodging – Up to two nights at conference hotel. Room and tax at single room conference rate.
- Travel – Coach/economy only. Booked at least 14 days in advance. Up to \$700 round trip for domestic. Up to \$1,800 round trip for international.
- Ground transportation – Necessary travel to and from the course site only. Mileage will be reimbursed using the IRS rate.
- Meal Reimbursement– For participant only if the event or the event-associated CAHON business meeting doesn't provide the meals. Original receipts required and must be during dates specifically related to the program. Not to exceed \$50 per day.
- CAHON will not pay for early departure fees, movie rental at hotel, meals for individuals other than invited faculty who are scheduled to receive reimbursement, transportation ticket change or cancellation fees, limousine service, town car service or rental car service, etc.
- Expenses beyond those that are outlined or that are related to special circumstances must be provided to the Executive Office in writing. Such requests will be reviewed by the CAHON President on a case by case basis.
- CAHON requires original receipts for all reimbursements and must be kept for IRS auditing. CAHON reserves the right to withhold reimbursements without receipts.
- Please retain a copy of this form and receipts for your files.