

AACC Member Reimbursement Policies

Mileage Reimbursement Policy

- **Program Goals:**
 - Appropriately and consistently reimburse members who use their personal vehicle to support club activities.
- **Qualifying Vehicle Use:**
 - The club will cover mileage expenses for the use of a personal vehicle for a club event when driven from a designated meeting point carrying other event volunteers or event equipment or for other purposes related to the event and returning to the meeting point. The club will not cover mileage to and from the event or volunteer task.
 - The club will cover mileage expenses to send a club representative to a meeting, conference or training event from their home to the event and back.
- **Requirements**
 - Requests for mileage reimbursement will only be processed if:
 - The mileage reimbursement was pre-approved by the board or pre-approved by both the president and treasurer (subject to the dollar limits in the bylaws);
 - Expenses do not exceed any dollar amount cap stipulated in the pre-approval; and
 - Mileage expenses are at the prevailing IRS established rate.
- **Notes**
 - Event coordinators should budget for mileage expenses and obtain the necessary approval as part of their event planning process.