



ASDWA Expense Reimbursement Policy

[Requests for reimbursement](#) must be submitted within 15 days from the travel date and accompanied by sufficient documentation to support the expenses incurred. Receipts for all expenditures of more than \$10.00 must accompany the [expense reimbursement form](#).

Your event sponsor or ASDWA staff lead will communicate any limitations beyond the standard guidelines below. Generally, expenses that may qualify for reimbursement include the following:

Transportation – the “most direct/least cost” arrangement available. Coach class airfare within the U.S. ASDWA will not reimburse additional airline fees such as requested/upgraded seat assignments, more than one checked bag or travel insurance/protection. ASDWA reimburses personal automobiles for local trips under 100 miles at the rate of \$0.67 per mile (Federal mileage rate for 2024). Bus, subway, ride-sharing services, taxis, or a personal/state car (airport parking is reimbursable) should be used to and from airports. Tips for service in connection with taxi trips or ride-sharing services may be claimed up to 15% of the fare. ASDWA will not reimburse car rental expenses except by advance authorization. ASDWA will not reimburse private car service.

Housing – government room rates and moderately priced hotels should be used where available. ASDWA will not reimburse for additional hotel nights beyond the event.

Meals – please check with your event sponsor or ASDWA staff lead to determine if meal reimbursement is available for your event. If meal reimbursement is available, the per day charge may not exceed \$65.00 for three meals (including tips). Actual meal costs must be reported. An itemized receipt must accompany any meal over \$10.00. ASDWA does not reimburse food delivery services such as Uber Eats. Alcoholic beverages are not reimbursable.

Other – reasonable expenses incurred in handling, storing, and checking baggage may be claimed.

Items Not Reimbursable – registration fees, internet access, bar bills, room service, entertainment, personal service items, airline or other trip insurance premiums, dry cleaning, or any expenses outside of those detailed above without pre-approval.

ASDWA Board of Directors

Expenses covered for ASDWA Board members attending the In-Person Board meeting in the summer or fall include airfare, hotel, meals, and other expenses as detailed above.

Click to access [ASDWA’s Pre-Travel Estimate Form](#)

Click to access [ASDWA’s Travel Expense Reimbursement Form](#)