

COMANCHE FLYER FOUNDATION (CFF)
EXPENSE REIMBURSEMENT RULES

1. Travel for a pre-approved presenter will be reimbursed at the rate of consumption of gas for a private plane **or** coach class airline travel, which ticket was purchased at least two weeks prior to the scheduled travel, whichever is least, with receipts to be provided. If a presenter should drive to the event, the reimbursement rate per mile will be that used by the Federal Government, subject to above limitations.
2. The cost for lodging will be reimbursed for approved presenters with itemized receipts. Presenters will be allowed \$75.00 per diem for meals and incidental expenses.
3. Rental car use will be reimbursed per receipt, providing the car rented shall be no larger than of intermediate size (unless a van is rented for movement of participants), and all rental vehicles to be properly fueled before being returned. Fuel receipts must be provided.
4. Costs for any materials used for any training seminar will be reimbursed per receipts. All materials used must be pre-approved by the CFF President.
5. A presenter may be paid up to \$300 for each day of their professional services offered. Travel days are excluded.

Adopted 11/5/2011, BOD Meeting