

# FLORIDA PHARMACY ASSOCIATION STATEMENT OF EXPENSES

*Please complete and mail to:*  
Florida Pharmacy Association  
610 North Adams Street  
Tallahassee, FL 32301

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_ Phone : (\_\_\_\_) \_\_\_\_\_

EVENT OR PURPOSE OF TRAVEL: \_\_\_\_\_  
DATE(S): \_\_\_\_\_ TRANSPORTATION:  AIR  AUTO  
TRIP ROUTE: (FROM-TO, ETC.): \_\_\_\_\_

**TRAVEL:**

	<b>MEMBERS &amp; <input type="checkbox"/> OFFICERS</b>
AIR TICKET	\$ _____ *
AUTO EXPENSE	\$ _____
# of miles round trip = _____	(@ \$0.44/mile)

**LODGING:** \$ \_\_\_\_\_ \*\*

**TOTAL** \$ \_\_\_\_\_

(Signature) *I certify that the above information is accurate and correct.*

(Date)

**POLICY:** Receipts must be attached for all expenses.

\* The most economical airfare (14 day in advance) should be obtained.

\*\* Reimbursement for lodging will be for a **maximum** of 1/2 daily room rate.

\*\*\* Statement of expenses should be submitted no more than 60 days following an authorized expenditure.

**FOR OFFICE USE ONLY:**

EXPENSES Accounting Code \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL AMOUNT FOR REIMBURSEMENT** \$ \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

**OPTIONAL: Please credit my reimbursement to:**

The FPA Foundation

**Revised 01/01/2022**

## TRAVEL REIMBURSEMENT POLICY OFFICERS & COMMITTEE MEMBERS

	<b>Board of Directors .Mtg</b>	<b>Reg. Council Cmte. Mtg.</b>	<b>FPA Annual Meeting</b>	<b>APHA/NCPA Annual Mtg.</b>	<b>NCPA/Legis. Conference</b>	<b>President's Commt. Mtg.</b>	<b>Other Assn. Business</b>
<b>President</b>	daily room rate; airfare or mileage*; meals up to \$50/day	daily room rate; airfare or mileage; meals up to \$50/day	Complimentary regist., room, & up to \$50/day for meals (Includes spouse)	Room; airfare or mileage; meals up to \$50/day	Room; airfare or mileage; meals up to \$50/day	room; airfare or mileage; meals up to \$50/day	room; airfare or mileage; meals up to \$50/day. See Footnote #3
<b>President -Elect</b>	½ daily room rate; airfare or mileage	½ daily room rate; airfare or mileage	Complimentary room and registration (Includes Spouse)	Room; airfare or mileage; meals up to \$50/day	½ daily room rate; airfare or mileage; meals up to \$50/day	1/2 daily room rate; airfare or mileage	Room; airfare or mileage; meals up to \$50/day
<b>Treasurer, Speaker, and Vice Speaker</b>	½ daily room rate; airfare or mileage	½ daily room rate; airfare or mileage	Complimentary room and registration (Includes Spouse)			1/2 daily room rate; airfare or mileage	1/2 daily room rate; airfare or mileage
<b>FPA Board of Directors Chair</b>	½ daily room rate; airfare or mileage; up to \$50/day for meals	½ daily room rate; airfare or mileage	Complimentary room and registration (Includes Spouse)			1/2 daily room rate; airfare or mileage	1/2 daily room rate; airfare or mileage
<b>Council/Cmte. Members</b>		½ daily room rate; airfare or mileage					1/2 daily room rate; airfare or mileage
<b>FPA Board of Directors Members</b>	½ daily room rate; airfare or mileage						1/2 daily room rate; airfare or mileage
<b>FSHP President</b>	½ daily room rate; airfare or mileage		Complimentary registration (Includes spouse)				
<b>Conference Speakers</b>	<p><b>Conference Speaker Expense Reimbursement Guidelines:</b> Room for the night before or after a conference presentation, airfare, mileage and reasonable meal expenses (alcohol not included) for the 24 hour period surrounding the day of the presentation. Exceptions must be approved by the EVP</p> <p><b>Honorarium Policy (if applicable):</b> \$300 for first hour and \$100 for every ½ hour afterwards. \$100 for 1 hour or \$150 for 1.5 hour service on a panel. Exceptions must be approved by the EVP</p>						

### GENERAL INFORMATION:

- 1) For meal allowances a cap of \$50/day with receipts.
- 2) All airline tickets must be purchased at a 14 day advance purchase (or better) price. If a ticket is purchased after the 14 day cut-off, only the amount of the 14 day advance purchase price will be reimbursed by the FPA. Effective 4/95: Persons traveling within a 250-mile radius should drive unless flying would be less expensive. Mileage reimbursement is 75% the IRS rate published at the close of the previous year. (The current rate is \$0.44/mile for officers, members and speakers, effective 01/01/2022 as approved by the Board of Directors 8/26/2018).
- 3) Policy amended 5/90 to pay for travel; room; meals; registration for president to attend Southeastern Gatherin'.
- 4) Policy for room reimbursement is not to exceed ½ daily-negotiated room rates effective 11/8/2009.
- 5) All expenses must be submitted on standard expense forms, with receipts where applicable. You must attach them to the statement.
- 6) Policy amended 3/25/2012 to pay for travel as "other business" for FPA officers to participate in legislative day activities.

**Revised and approved by the Board of Directors 08/26/2018**