

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.): _____

	MEMBERS &	
TRAVEL:	<input type="checkbox"/> OFFICERS	<input type="checkbox"/> SPEAKERS
AIR TICKET	\$ _____ *	\$ _____
AUTO EXPENSE	\$ _____	\$ _____
# of miles round trip = _____	(@ \$0.50/mile)	(@ \$0.50/mile)
LODGING:	\$ _____ **	\$ _____
OTHER EXPENSES:		
(Taxi, Tips, Parking, Etc as per FPA Policy. -Attach Receipts)	\$ _____	\$ _____
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 ½ daily room rate.
- *** Statement of expenses should be submitted no more than 60 days following an authorized expenditure.

FOR OFFICE USE ONLY:

HONORARIUM, if applicable: Accounting Code _____ \$ _____
 EXPENSES Accounting Code _____ \$ _____
TOTAL AMOUNT FOR REIMBURSEMENT \$ _____

APPROVED BY: _____

OPTIONAL: Please credit my reimbursement to:

The FPA Foundation

Revised 01/01/2024

TRAVEL REIMBURSEMENT POLICY OFFICERS & COMMITTEE MEMBERS

	Board of Directors. Mtg	Reg. Council Cmte. Mtg.	FPA Annual Meeting	APHA/NCPA Annual Mtg.	NCPA/Legis. Conference	President's Commt. Mtg.	Other Assn. Business
President	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
President -Elect	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
Treasurer, Speaker, and Vice Speaker	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
FPA Board of Directors Chair	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
Council/Cmte. Members		½ daily room rate; airfare or mileage					1/2 daily room rate; airfare or mileage
FPA Board of Directors Members	½ daily room rate; airfare or mileage						1/2 daily room rate; airfare or mileage
FSHP President	½ daily room rate; airfare or mileage		Complimentary registration (Includes spouse)				
Conference Speakers	<p>Conference Speaker Expense Reimbursement Guidelines: 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>Honorarium Policy (if applicable): \$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 with in a 250-mile radius should drive unless flying would be less expensive. Mileage reimbursement is 75% of the IRS rate published at the close of the previous year. (The current adjusted rate is \$50/mile for officers, members and speakers, effective 01/01/2024 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