

**AARP Blacksburg  
Chapter 2613**

***Policy on Travel Reimbursement***

Travel on behalf of AARP Blacksburg is reimbursable under the following conditions:

- Travel is conducted on official business of the chapter as described in Program of Activities or when travel is directed by specific Board action
- Sufficient funds are available in the approved annual budget
- Prior approval is granted by signature or email approval from the chapter President or Treasurer
- Payment is directed by the signature of the President or Treasurer on the "Authorization for Travel Reimbursement Form"

Allowable expenses when not reimbursed by other sources: (Receipts required)

- Mileage @ .25 per mile
- Lodging
- Registration and parking fees

Approved by the Board of Directors on February 7, 2012.