



MEMORANDUM

General Reimbursement Policies and Procedures for Section Travel

The PGA of America will reimburse the National Board of Directors including Incoming, Past Presidents, Honorary President and the three Section Officers and the Executive Director to attend the Super Regional Meeting. If a Section Officer cannot attend, a Section Board member can take the place for Super Regional Purposes. Reimbursement for one (1) night lodging, travel, and meals (per the above) during travel will occur with proper receipts and expense forms (we will not reimburse points or miles).

REIMBURSEMENT

The PGA of America will reimburse travel expenses associated with attending the meeting to include airfare, lodging, and meals not provided by the Association for each attendee:

- Lodging: one-night room, tax, and fees
- Airfare: round trip coach airfare; including baggage (if needed) The use of frequent flyer mileage to purchase tickets or upgrades for use on Association business will not be treated as cash and, therefore, will not be reimbursed. (Seat upgrades, Wi-Fi access and trip insurance are not reimbursed)
- Meals: breakfast (during travel; limit \$40) dinner (during travel; limit \$80)

MEALS

The Section Officers and Executive Director will be reimbursed for meals on the days traveling to and departing from the Super Regional Meeting. Meals that will be reimbursed include breakfast on the arrival day and dinner on the departure day; all other meals will be provided by the Association. Please note the maximum allowance for meals are breakfast - \$40.00, dinner - \$80.00 per person. **These figures are inclusive encompassing cocktails, wine, service charges, tax, gratuities, etc. No stand-alone bar bills will be reimbursed. Regardless of amount, a detailed receipt and payment receipt must be submitted for meals.**

Documentation

Association policy requires that **ALL** expenses be documented by an invoice/receipt, attached to the expense report, and submitted within 30 days of travel. A hotel bill (folio), airline passenger receipt, invoice or other receipt must be submitted to obtain reimbursement. Except in specific instances where no other receipt is issued, credit card statements or facsimile receipts returned with monthly statements are not acceptable documentation. Receipts that are torn, or otherwise altered will not be accepted. **For meals, a detailed receipt and payment receipt must be submitted regardless of amount.** Tabs (chits) from the bottom of restaurant order pads will not be accepted. The maximum allowances for meals are breakfast - \$40 each, dinner - \$80 per person. **These figures are inclusive encompassing cocktails, wine, service charges, tax, gratuities, etc. No stand-alone bar bills will be reimbursed. Regardless of amount, a detailed receipt and payment receipt must be submitted for meals.**



Submission of Expense Reports

All expenses should be submitted via email within 30 days following the meeting to:

- **PGA of America Board of Directors, Honorary President and Past Presidents** should submit expense reports to Gina Vance (gvance@pgahq.com) (Board, Past President and Honorary President airfare will be reimbursed consistent with Board Policy)
- **Section Attendees** should submit expense reports to Kate Campbell (kcampbell@pgahq.com)

To be reimbursed via ACH, if you have not already, please set up your Workday account today, then you will be ready when you send in your expense report to receive reimbursement into your bank account.

There may be a few steps you need to take to set up your account. [Click here](#) for instructions to ensure your account is set up properly and ready for payment.