

Finance Policy #1 Reimbursement for HSTA-R Activities

The HSTA-R Executive Committee approves the following guidelines and reimbursement schedule for approved HSTA-R activities (effective 04/01/16):

Meals:	Breakfast	\$15.00 *	
	Lunch	\$18.00 *	
	Dinner	\$30.00 *	for meeting scheduled beyond 3:30 or flights scheduled beyond 4:30 or delayed flights past 6:00.
Mileage:	Per mile	60 cents ***	
Parking:	Per activity at the daily rate with receipt.		
Car Rental:	Approval of HSTA-R President or designee.		
Airfare:	Approval of HSTA-R President or designee.		
Hotel:	Approval of HSTA-R President of designee **		

* Reimbursement is for meals authorized by the President or designee. Receipts are required and amounts are maximums and are not cumulative; itemized receipts are required showing what was purchased. No reimbursements for alcoholic beverages. The amount includes tax and tip.

** Hotel accommodations shall be based on double occupancy, whenever possible. If a member requests a single room, HSTA-R will pay for one-half of the cost of the room. If a member shares a room with a non-qualified person, HSTA-R will pay one-half of the cost of a room based on double occupancy.

*** Mileage will be reimbursed for travel from home to the meeting site or neighbor island airport. You must be a passenger in the vehicle to request mileage reimbursement.

Rev: 2006, 2010, 2012, 2013, 2014, 2016, 2020, 2023, 20024