

# TENNESSEE INTERCOLLEGIATE STATE LEGISLATURE

## Expense Reimbursement Policy

Effective February 2, 2007

Reasonable expenses are to be submitted within 60 days on a reimbursement form to be provided by the State Treasurer. All reimbursements are subject to approval by the State Treasurer.

	<b>Official Events</b> Includes General Assembly, EC Meetings, Regional Workshops, TISL Day at the Legislature, etc.	<b>Recruiting</b>
<b>Eligible for reimbursement</b>	Executive Council only, as defined in Constitution (nine officers).	Anyone designated by the Governor to make an official campus recruiting trip.
<b>Use of personal automobile</b>	25 cents per mile based on odometer or Mapquest.  Carpool bonus: 5 cents per mile for every passenger who would otherwise be eligible for mileage reimbursement for the same trip (limited to miles passenger is in the car).	30 cents per mile based on odometer or Mapquest for mileage that is exclusively for the purpose of recruiting.  Carpool bonus doesn't apply, but recruiters are expected to carpool when possible.
<b>Meals</b>	Out-of-pocket cost to a maximum of \$5 per meal while en route and at destination on trips greater than 50 miles from home and campus.  No reimbursement for meals at the General Assembly	
<b>Lodging</b>	Must be approved in advance by State Treasurer. General Assembly lodging is provided for the eight members of the EC.  Be sure to obtain from the State Treasurer in advance a sales tax exemption for all lodging expenses.	
<b>Entertainment</b>	None	It might rarely be desirable for a TISL representative to buy breakfast, lunch or refreshments on a recruiting trip when approved in advance by the Governor or State Treasurer. Extreme frugality is recommended.
<b>Alcoholic Beverages</b>	Expenses for alcoholic beverages are never reimbursed. Every TISL representative is reminded that the legal drinking age is 21. It is important to represent TISL responsibly at all times.	
<b>Out-Of-Pocket Office Expenses</b> (Postage, copies, incidental supplies, etc.)	Actual cost based on receipts. For postage, a tally of letters mailed is acceptable.	