



California Orthopaedic Association

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Expense Report

Name: _____

Address: _____

Purpose of expense: _____

Date and Description Of Event					Total	
Airfare						
Transportation						
Mileage						
Shuttle/Taxi						
Tolls						
Rental Car						
Gas (Cannot expense mileage)						
Parking						
Breakfast						
Lunch						
Dinner						
Hotel						
Telephone						
Gratuities						
Miscellaneous						
Total by Day						
Receipts must be attached to expense form. See the reverse side of this form for COA's reimbursement policies.					TOTAL:	\$

Signature: _____ Date: _____

Check number: _____ Date: _____



Expense Reimbursement Policy Board of Directors Members

COA's Board of Directors meet three times per year—at the AAOS Annual Meeting, at the COA Annual Meeting, and in the Fall. Since Board members are likely to already be planning to attend the AAOS Annual Meeting and the COA Annual Meeting, COA does not reimburse Board members for attendance at those meetings. COA will, however, reimburse your expenses for attendance at the Fall meeting as outlined in the following reimbursement policies:

Reimbursement is limited to actual expenses incurred and receipts, whenever possible, must accompany the expense report.

Expenses for a spouse or guest and personal needs are not reimbursable.

Expense forms must be signed and submitted within 60 days following a reimbursable expenditure.

Expenses must be itemized.

Hotel reimbursement will be limited to the cost of a single regular room at the meeting/convention room rate.

Airfare will be limited to the costs of a 21-day advance coach ticket. Mileage will be allowed in lieu of airfare, but limited to no more than the costs of the airfare. Mileage will be reimbursed at the rate of \$.50 per mile.

When traveling by air, COA will reimburse round-trip mileage from the office or residence to the airport, plus airport parking fees.

Rental car expense will be allowed if necessary for COA business and if it is the most cost-effective way for the individual to travel to the meeting. If the individual chooses to rent a car when a shuttle service would have been more cost effective or complimentary, the rental car reimbursement will be limited to the amount of the shuttle service.

Toll road charges will only be allowed, if the toll road was the only way to travel to the location.

If a shuttle service is available and you choose to take a taxi instead, the reimbursable expense will be limited to the amount of the shuttle service.

Meals are reimbursable up to \$60.00 per day. Each day is considered on its own and is not averaged with the other days. Receipts are required. Meal reimbursement is not allowed if COA provided the meal at the meeting.

One long distance call per day on non-COA business and gratuities are allowed.

Personal expenses such as laundry, barber, in-room movies and excessive room service charges are not reimbursable.

Reimbursement for the professional time spent preparing a presentation is not a reimbursable expense unless expressly authorized in writing by COA.