

CASUALTY ACTUARIAL SOCIETY
SYLLABUS & EXAMINATION COMMITTEE (SEC) TRAVEL EXPENSE REIMBURSEMENT POLICY

1. General

The CAS will reimburse specified travel expenses for SEC members attending a grading session, item writing summit, pass mark panel, or to attend the annual Examination Committee Officers' Meeting. Reimbursable expenses and procedures for administering this policy are described here. This policy applies to events taking place in the United States or Canada.

2. Air Fare/Train/Mileage

Travel expenses eligible for reimbursement are air/train coach fare at a cap of **\$800 OR** mileage (at current IRS rate), tolls and parking if driving to the meeting. The CAS office will not reimburse flight add-ons (i.e. economy comfort seating, extra legroom, premium seating or priority boarding, etc.). All airline charges are subject to CAS review and approval. Travelers outside of North America may request reimbursement in excess of set limit with a prior approval from Admissions team. If there is an extra charge for luggage, it is considered part of the airfare and will be reimbursed subject to the cap. Local driving expense is excluded. Any amount exceeding \$800 should be included on the member's expense report to their employer. In addition, other incidental travel expenses such as cab fares, parking, shuttles, subways, etc. are eligible for reimbursement with a cap of \$175. All incidental expenses must have a receipt except for subway fares.

3. Hotel Sleeping Room Bill

In the event the CAS does not pay for the approved room night up front, the CAS will reimburse for a single room, to include the cost of the room and taxes only, at the designated hotel. Expenses for hotel room(s) other than the designated hotel must be submitted to the CAS Office for approval prior to the event. When the CAS has contracted with a hotel for a room block, generally committee members must use the designated hotel. In the event that a person receives pre-approval to use an alternate hotel, the expense claim for an alternate hotel will be reimbursed only up to the room rate of the designated hotel. The maximum reimbursable number of nights is limited to the number of nights necessary to attend the meeting. One extra night's reimbursement will be allowed if travel expense savings is greater than the cost of the extra night. If reimbursement is being requested for an extra night at the hotel, documentation of the airfare savings must be submitted. Hotel expenses not eligible for reimbursement include room service/minibar, in-room movies, phone calls, laundry/dry cleaning, and incidentals.

4. Meals

The CAS will typically provide catering for breakfast and lunch during SEC meetings. When the meeting runs more than one day, the CAS may also organize a group dinner, depending on the logistics of the location and meeting.

- For small pass mark panel sessions, the CAS will reimburse for reasonable meal expenses, including breakfast and lunch, and if it runs for more than one day, one group dinner not to exceed \$100 per person. Group meal expenses should be submitted by the Part Chair or GO – Pass Mark Panels. Other meals are not eligible for reimbursement.

5. CAS Expense Report Administration

Within two weeks following the meeting, committee members will submit a completed CAS SEC Travel Reimbursement Form, with copies of supporting receipts, to caspayables@bill.com. Electronic submissions are required. **Please combine into a single PDF.** Email admissions-volunteer@casact.org with any questions. The CAS Office will reimburse approved member expenses and refer exceptions to the Vice President-Admissions for approval.

NOTE: All requests for exceptions to the expense policy must be submitted to the CAS Office in advance for approval.