

CASUALTY ACTUARIAL SOCIETY
REIMBURSEMENT POLICY
BOARD and EC MEMBERS

1. General

The CAS will reimburse specified and reasonable travel expenses for CAS members serving on the CAS Board of Directors (including the Assistant Secretary and Liaison) and the CAS Executive Council who attend Board and EC meetings. This policy only applies to CAS members appointed to the EC, CAS members elected to the Board, and the Assistant Secretary of the Board.

Reimbursable expenses and procedures for administering this policy are described in the following paragraphs.

2. Air Fare/Train/Mileage

Travel expenses eligible for reimbursement are air/train coach fare **OR** mileage (at current IRS standard mileage rate), tolls and parking if driving to the meeting. Local driving expenses are excluded. In addition, other incidental travel expenses such as bag check fees, cab fares, parking, shuttles, subways, etc. are eligible for reimbursement. All incidental expenses must have a receipt except for subway fares. Meals are not reimbursable expenses; however, most meals are provided as part of attending the meeting.

3. Hotel Sleeping Room Bill

Similarly, the CAS will reimburse for a single room, to include the cost of the room and taxes only, at the designated hotel. **An expense claim for an alternate hotel will be reimbursed only if CAS experiences no room attrition penalties at the designated hotel, and 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. CAS Expense Report Administration.

Within 20 days following the meeting, members will submit a completed CAS Report of Expenses Form, with copies of supporting receipts, to the CAS Office, itemizing expenses eligible for reimbursement. Electronic submissions are acceptable and preferred. The CAS Office will reimburse approved member expenses and refer exceptions to the Vice President-Administration for approval.

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

