



## California State Council

# ENA California State Council Accountable Travel Plan *Per Diem*

### **A. Shall be paid to:**

1. Board of Directors(BOD) on official ENA business that is approved by the BOD, including and not limited to State Council meetings and State Leaders Conference that coincides with Leadership Challenge;
- 2.State President, President-elect, Treasurer and Treasurer-elect for State Leaders Orientation; and
3. Committee members on official ENA business as approved by the BOD, including and not limited to State Council meetings; and
- 4.Chapter Representatives on official ENA business as approved by the BOD, including and not limited to State Council meetings; and
5. Delegates attending National ENA General Assembly.

### **B. Shall not be paid to:**

- 1.Individual members, consultants and vendors.
  - To the extent that ENA agrees to pay consultant/vendor travel expenses, they will be incorporated as a matter of contract and paid directly to the contracted party.

### **C.Shall be paid at the rate of \$75 per :**

1. Day for a maximum of two days at State Leaders Orientation, maximum of 3 days at Leadership Challenge and maximum of 3 days at National General Assembly. (as defined in section A)
2. State Council meeting for Board of Directors, committee chairs and chapter representatives.
3. The rate shall be reviewed and approved annually by the Board of Directors as part of the annual budget process.

### **Shall include the following expenses:**

1. All meals
2. All transportation costs ***except for airfare or actual mileage to/from destination*** are included in the per diem. This includes intra-city transportation at the destination, such as taxi or shuttle. It also includes mileage, tolls and parking fees to get to/from the airport.
3. All incidentals are included in the per diem. Examples include tips, snacks, laundry and other such expenses.

### **Shall not include the following expenses:**

1. ENA California State Council will provide ***no*** reimbursements for alcoholic beverages; alcohol is not included in the per diem amount.
2. In lieu of airfare, actual mileage to/from destination will be separately reimbursed. The maximum reimbursement will be the equivalent 21 day advance economy airfare.

### **Shall be paid prior to the business travel for:**

1. State Leaders Orientation.

### **Shall be paid after the business travel for:**

1. All other travel

Per diems will be paid AFTER the meeting. In the event a traveler is unable to attend a meeting without a per diem paid in advance, a 21 day advance request prior to the date of the meeting can be made. It will be considered confidentially by the State President and Treasurer.

### **Receipts**

Receipts shall not be required for any expense less than \$75.



## California State Council

### **Travel Substantiation Report**

It is the responsibility of the traveler to complete the form and submit it to the Treasurer within 30 days of the travel end date. ***See Taxability.***

### ***Per Diem (con't.)***

All requests for per diem reimbursement must be submitted within 30 days after the end of the fiscal year, which is December 31st. Any reimbursement request received after this time will not be processed.

#### **Taxability**

Per diems paid under this accountable plan are not taxable to the recipient provided that the recipient completes the Cal ENA Travel Substantiation Report and returns the excess per diem to Cal ENA. The Cal ENA Travel Substantiation Report must be completed, signed and returned to the treasurer within 30 days of the travel end date. Any per diems for which such documentation has not been provided will be taxable to the recipient.

In the event a Report is filed, but the excess is not returned to Cal ENA within 30 days of the travel end date, the excess will be taxable to the recipient.

**Submit to:**

Tobin Miller  
 Cal ENA Treasurer 2012  
 1045 Mission St. #467  
 San Francisco, CA 94103  
[tobinmiller@hotmail.com](mailto:tobinmiller@hotmail.com)  
 (310) 895-0918



**California State Council  
 Business Travel Substantiation Report**

CHECK NO.	<b>TREASURER'S USE ONLY</b>
AMOUNT	
DATE PAID	

NAME/COMPANY		DATE
MAILING ADDRESS		APT NO.
CITY	STATE	ZIP CODE
EMAIL ADDRESS		TELEPHONE (incl. area code)

**STATE COUNCIL POSITION :**    President    President-elect    Treasurer    Treasurer-elect    Secretary  
 Immediate Past-President    Director-at-Large    Committee Chair    Delegate    Chapter Level \_\_\_\_\_  
 \_\_\_\_\_ COMMITTEE NAME \_\_\_\_\_ (position)

<b>PURPOSE OF TRAVEL:</b> (Check One) <input type="checkbox"/> STATE COUNCIL MTG <input type="checkbox"/> LEADERSHIP <input type="checkbox"/> DELEGATE <input type="checkbox"/> STATE LEADERS ORIENTATION	DATE(S) OF BUSINESS TRAVEL:
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**SECTION A:**

ACTUAL EXPENSES	DAY 1	DAY 2	DAY 3	GRAND TOTAL
MEALS				
TRANSPORTATION <i>(not including airfare and actual mileage to destination)</i>				
INCIDENTALS				
<b>TOTALS (not to exceed \$75/day)</b>				

**SECTION B: USE ONLY IF YOU RECEIVED YOUR PERDIEM PRIOR TO TRAVEL.**

Per Diem Received	\$75	\$75	\$75	GRAND TOTAL
EXCESS TO BE RETURNED TO CalENA				

Receipts for any expenditure less than \$75 are not required. This report must be completed, signed and returned to ENA within 30 days of the travel end date. Any reimbursement requests received more than 30 days after the end of the calendar year cannot be honored.

Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_