

Travel and Expense Policy

This policy describes the conditions under which the Construction Owners Association of America (COAA) will pay directly or reimburse staff or volunteers for expenses related to official COAA business and activities as described below.

General Notes

All expenses must be submitted within forty-five (45) days after completion of the trip or occurrence of the expense using the COAA travel and expense report form. Documentation (itemized receipts) is required for all travel expenses of \$25.00 or more.

Travelers will be reimbursed for the actual costs within fourteen (14) days of receipt of a properly submitted expense report. Travelers should ensure that all arrangements are reasonable, appropriate, and represent good value for COAA based on the circumstances.

A partial day's travel is eligible for the appropriate meal(s) consumed when travel time encompasses a period of two hours before and two hours after those meals.

Travelers will not be reimbursed for additional charges to accommodate vacation travel or expenses associated with spouses or others accompanying the Traveler who are not on official COAA business. In such cases, the Traveler shall maintain a separate record of those companion expenses to ensure that those expenses are not billed to COAA.

Expense Report Approval Protocol

Submitted By	Reviewed By	Approved By
COAA Executive Director	Manager of Admin/Ops	President
COAA Staff	Executive Director	Executive Director
Volunteers	Staff	Executive Director

Air Travel

Travelers will be reimbursed for air travel expenses incurred for travel on official COAA business, including airfare and checked baggage. Travelers are expected to make advance bookings, selecting a cost-effective fare via the most direct route. Travelers will not be reimbursed for the premium price of first or business class tickets, upgrade fees for additional space or exit row seats, baggage fees for personal items such as golf clubs, and other such extraneous costs.

Automobile Travel

Automobile travel should be considered when travel time and distance is reasonable and will result in cost savings or a reduction in total travel time. Travelers will be reimbursed for personal auto use at the [mileage rate allowed by the Internal Revenue Service](#) at the time of the travel. Mileage total for reimbursement will be based on the "fastest route" calculated by MapQuest, Google maps, or similar sites.

Hotel

Except when COAA covers such costs, Travelers will be reimbursed for lodging but only for single room rates on nights required to participate in official COAA business. Costs above the single room rate shall be borne by the Traveler. The cost of additional hotel nights for purposes unrelated to official COAA business shall be borne by the Traveler unless the extra nights offset higher airfare or

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stem from an unreasonably late arrival time. Travelers will not be reimbursed for in-room movies, valet services, health club charges, dry cleaning, or any other such personal services.

Meals

Travelers will be reimbursed for meals en route to/from and at the official business location. If a meal is provided as part of a meeting or event and the Traveler decides not to attend, any alternative meal is at the Traveler's expense. The total expenses for meals per day may not exceed \$100.

Rental Cars

Rental car expenses, including fuel, will be reimbursed for only that portion equal to or less than the cost of round-trip taxi or ride-share (e.g., Uber) service between the airport and the destination. Additional/optional rental expenses, such as satellite radio, will not be compensated.

Entertainment

Any meals or expenses for entertainment incurred for COAA business purposes that include other people must be justified and the names of the additional persons noted on the receipt or the expense report.

Tips & Gratuities

Actual amounts paid for cabs, skycaps, bellmen, and other such support services will be reimbursed.

Taxis

Actual costs for taxis, ride share services (e.g., Uber), or shuttle service to/from the site will be reimbursed.

Parking

Actual expenses for parking – at the home airport or the location of official business – will be reimbursed.

Miscellaneous

Other necessary business expenses – for example, photocopying, printing, or postage/shipping – may be reimbursed if justification and documentation are furnished.

Foreign Exchange

When expenses are incurred in currencies other than the U.S. dollar, COAA strives to reimburse those expenses in a manner that prevents either COAA or the Traveler from gaining or losing on the transaction. To the extent possible, those expenses should be paid by credit card. The Traveler's credit card company will bill the traveler the converted amount and their conversion rates are usually better than the rate Travelers get when buying currency at the port of entry. Therefore, using a Traveler's credit card may be the most cost-effective approach and will also allow COAA to reimburse for the actual U.S. dollar amount of expenses as reflected on Traveler's credit card statement.

Approved by the COAA Board of Directors on March 15, 2022, and effective as of that date.