

GENERAL INSTRUCTIONS - CRA 165

Issued

1. Prepare report for all CRA expenses. Please complete online or print using ink.
2. Report the actual expenses and **attach supporting receipts**.
3. There is a limit on the combined meals and other costs (columns 3 and 4) of \$60.00 perday.
4. Total operating (**NOT** Mid-year or Annual Meeting) expenses should be summarized by classifications in the lower left section on page 1.
5. If expenses incurred at a Mid-year or Annual Meeting, check where indicated.

COLUMN 1 - TRANSPORTATION

1. **Travel by Air**
 - A. Personal car mileage, shuttle or taxi from residence to and from airport.
 - B. Shuttle, taxi or other public transportation to and from airport to meeting place.
 - C. Roundtrip air, bus or train fare (the most economical class available), senior coupons, etc
Note: Trial program: if Spouse/1st Guest^a is attending, the cost of 2 round-trip most economical class available fares will be entered in Column 1.
2. **Travel by Personal Car** (Use Calculation box below)
 - A. Personal car mileage to and from residence (via the most direct route) and the meeting place, plus tolls enroute, will be reimbursed at the current rate per mile*, if the cost is lower than the most economical airfare.
Note: Trial program: if Spouse/1st Guest^a is attending, the cost of 2 round-trip most economical class available fares will be entered in Line 1. The mileage driven is not doubled for Spouse/1st Guest^a when attending.
3. **Parking**
 - A. Reasonable parking costs at transportation facility or hotel.

COLUMN 2 - LODGING

1. Enter only the single rate for lodging, or the special rate given to CRA, plus all taxes in this column.
Note: Enroute lodging and parking are not reimbursable.

COLUMN 3 - MEALS

1. Enter the cost of the Director/Alternate/Fellowship Program participant meals (including tips) up to a maximum of \$60 .
Note: Meals (including tips) may be claimed for day of arrival at and day of departure from the meeting place.

COLUMN 4 - MISCELLANEOUS

1. Enter only miscellaneous items in this column. Bellboy/maid tips, telephone, reproduction, postage, etc. Explain in the upper right-hand column, page 1.

<u>IF PERSONAL CAR IS USED</u>			
1. MOST ECONOMICAL CLASS AVAILABLE AIRFARE -----			= _____
MILEAGE TO AND FROM AIRPORT -----	_____	miles @	= _____
SHUTTLE, TAXI, ETC. TO AND FROM HOTEL -----			= _____
AIRPORT PARKING -----	_____	days @ _____	= _____
		(1) TOTAL	_____
2. ROUNDTrip AUTO MILES DRIVEN -----	_____	miles @	= _____
TOLLS ENROUTE -----			= _____
		(2) TOTAL	_____
ENTER THE LESSER OF (1) OR (2) ABOVE IN COLUMN 1 – TRANSPORTATION			<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>

Note: Column 1, items 1C and 2A -Spouse/1st Guest^a - (partner, significant other, family member, friend, caregiver, etc.)

* The mileage rate will fluctuate and the Treasurer will advise when the IRS adjustments are announced. Please use the rate in effect when expense incurred