



Commission on Opticianry Accreditation

EXPENSE REPORT AND APPLICATION FOR REIMBURSEMENT

(see next page for instructions)

Submitted by:

Name: _____

Address: _____

For expenses incurred on: _____

Function: _____

Summary of Expenses:

Economy Airfare (attach copy of ticket or receipt) \$ _____

Ground Transportation (attach receipts) \$ _____

Hotel Accommodations (attach receipt/bill) \$ _____

Meals (attach receipts) \$ _____

Other (please explain) \$ _____

TOTAL \$ _____



Office Use Only

Payment authorized by: _____

To be charged against the following account(s) _____

Date _____ Check # / P2P reference: _____

COA EXPENSE REIMBURSEMENT POLICY

Commission policies set forth when members will be reimbursed for travel expenses.

It is the policy of the Commission to reimburse such travel expenses based on necessary and actual expenditures involved. It is hoped that those traveling for the Commission will use the same care in incurring expenses that would be used if traveling at personal expense.

INSTRUCTIONS

1. Submit this expense report as soon as possible at the conclusion of travel or after expense is incurred (please, no later than 30 days). The expense form and relevant receipts should be scanned and submitted via email to director@coaccreditation.com

If mailing hard copies if required, submit them to:

Commission on Opticianry Accreditation
Kristina Green, Director of Accreditation
P.O. Box 73862
North Chesterfield, VA 23235

2. Please attach receipts for all hotel, airplane, or train expenses, as well as receipts for other expenses.
3. When traveling on business for the Commission, the following expenses are eligible for reimbursement:
 - A. Single room rate and tax
 - B. Transportation (taxi, private automobile, rented automobile)
When automobile transportation is used, reimbursement is in keeping with Federal Government allowance per mile (\$0.14/mile for non-profit orgs in 2025, IRS website), parking, and tolls. Total reimbursement for private automobile travel must not exceed round-trip economy airfare. The Commission will not be responsible for traffic fines. Rental automobile costs are reimbursed when:
 - * Lower cost transportation is not available.
 - * Two or more members are traveling together to and from the meeting location.
 - * Commercial travel is not available to and from the meeting location or its usage would result in greater expense.
 - * Use of the rental car in accordance with preceding guidelines is documented in the expense voucher.
 - C. Breakfast, lunch, and dinner
 - D. Any expenses authorized by the Chairperson or Director of Accreditation.
 - E. Airline travel (economy only)
Individuals traveling for the Commission are urged to take advantage of cost-reducing fares. Please book at least one month in advance, when possible.
 - F. Gratuities
4. Expenses that are not reimbursable include alcoholic beverages, valet services, or in-room movies.
5. All invoices, receipts, or bills must accompany this expense sheet.