



Ophthalmic Photographers' Society

OPS Travel and Reimbursement Policies

The OPS is a not-for-profit organization which uses its funds sparingly. As you conduct official OPS business, the OPS Board of Directors thanks you in advance for keeping a watch on the bottom line.

Air Travel:

Airfares, at OPS expense, are limited to 20% over the lowest coach fare, with at least a 14 day pre-purchase. Saturday night layover, in the destination city, is strongly encouraged when planning a meeting, as this usually provides a lower airfare. The lowest possible airfare will be determined by the OPS designated travel agent.

Individuals traveling to the Annual BOD meeting at OPS expense must file a request for reimbursement with the Chair of the BOD by June 1st, prior to the meeting.

Hotel:

Hotel reimbursements are based on double occupancy shared room rate. Each member conducting OPS business will be reimbursed one-half of the nightly room rate, including applicable taxes. In rare instances, an individual may require a private room. Please check with the Treasurer, before finances are committed, to make certain you will be compensated for the extra expense. The OPS does not pay for spouses or guests. Accommodations will be at the discretion of the OPS.

Meals:

Meals are limited to \$50.00 per day. The OPS does not pay bar bills.

Auto Mileage:

Auto Mileage is limited to the same as the IRS standard. Non-metered street parking requires a receipt.

Ground Transportation:

When possible, use super shuttles, public transportation, or share cabs with other members. To facilitate cab sharing, check to see whom might be arriving around the time you will.

Receipts and Documentation:

Original receipts are required, with the exception of phone bills, where copies are acceptable. Please break the charges down by committee or business use.

For all OPS travel, please submit a travel voucher with receipts for payment. For all other expenses, please use the expense voucher form. Receipts must be submitted in a timely manner. The OPS will not be required to make reimbursements for vouchers submitted more than 90 days after the expenses are incurred.

Examples of acceptable charges are:

- Ground transportation from home/office to the local airport
- Ground transportation from the airport to the meeting hotel
- Meals from the date of arrival through the date of departure
- Normal and reasonable tips and gratuities

Examples of unacceptable charges are:

- Bar bills
- Charges for airline upgrades

Examples of charges requiring prior approval of the Treasurer or Board Chair:

- Ticket change fees
- Rental cars

All forms are available for downloading from the OPS web site at <http://www.opsweb.org/pdfs/>
If you have any questions, please contact the OPS Treasurer.