

# The Holmes Partnership®

## Travel Procedures for the Holmes Partnership® Board of Directors

The Holmes Partnership® will cover travel expenses for all scheduled board meetings with the exception of the board meeting held at the annual conference<sup>1</sup>. The Holmes Partnership Travel Expense Report form should be used to request reimbursements.

- **Air travel**
  - ✓ It is expected that board members seek out the lowest possible airfare
  - ✓ Tickets should be purchased at least 21 days prior to departure if possible
  - ✓ Original receipt must be included with expense report for reimbursement
  
- **Other transportation**
  - ✓ In accordance with federal guidelines, mileage will be paid to driving board members at the current IRS rate of \$.55 per mile; go to <http://www.irs.gov/newsroom/article/0,,id=200505,00.html> for more details
  
- **Hotel**
  - ✓ Scenario one: Room cost billed to master account
  - ✓ Scenario two: Board members may be billed and later reimbursed
  
- **Meals**
  - ✓ All meals will be provided at board meetings.
  - ✓ Meals associated with travel to and from board meetings will be reimbursed based on the established per diem.
  
- **Miscellaneous Expenses**
  - ✓ The following miscellaneous expenses will be reimbursed:
    - Taxi
    - Shuttle service
    - Parking
    - Internet access
    - Other relevant miscellaneous expenses
  - ✓ Receipts are required for all expenses exceeding \$10.00
  
- **Reimbursement**

The Travel Expense Report form (along with all receipts) should be sent as soon as possible following the board meeting to:

**Christine P. Cook**  
*Operations Manager*  
The Holmes Partnership®  
c/o University of Florida  
College of Education  
P.O. Box 117056  
Gainesville, FL 32611-7056

- **Board Meetings held in conjunction with other national meetings**

At the recommendation of The Holmes Partnership® Board of Directors, efforts will be made to hold board meetings in conjunction with other national meetings in order to conserve our limited resources. If you are already attending the national meeting, it is expected that you would not apply for transportation reimbursement.

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<sup>1</sup> It is expected that expenses for attending The Holmes Partnership Annual Conference would be covered by the local partnership. The Holmes Partnership will, however, cover the cost of one night's hotel stay the evening prior to the board meeting associated with the annual conference, as this is outside the normal conference agenda.