

Proposed CVTA Standing Rules Amendment – 3/22/23 Eboard (approved), 4/19/23 Rep Council (approved)

Standing Rule III – Expenses

D. MEALS: Actual amounts paid, including tax and tip, not to exceed **the current rate offered by CTA** ~~\$70.00~~ for any one day will apply, except for days when meals are provided (unless approved by the President). Itemized receipts are required for all meals. Extra meals required by auto travel are not reimbursable except with prior approval of the President.

J. LODGING: Half the cost of a double-occupancy hotel room (with a copy of the actual hotel bill as receipt). Those wishing a single room must pay the difference except for extenuating circumstances, which must be approved in advance. If travel by private car means an extra hotel or motel charge, such charge is not reimbursable. Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable. **Portage is reimbursable at the current CTA rate.**