

Member Travel Reimbursement Policy

The QCS Purchasing Cooperative Board of Directors appreciates the commitment of all Members who participate in the program and who, on occasion, need to travel to attend QCS meetings. One of the primary objectives of QCS is to encourage Member participation while ensuring that its operating cost remains one of the lowest in the industry.

The following are the expense reimbursement guidelines as prescribed by the Board for Members:

Proof of attendance at the Spring Leadership Meeting and Annual Conference Category and/or Educational Sessions is required in order to receive expense reimbursement.

Reimbursement Eligibility

Up to two Representatives from each Member. There will be no reimbursement of expenses incurred by spouses or guests.

- Members who purchase at least \$500,000 per year through QCS programs
- New Members (regardless of spend) first 2 meetings in the same 12-month period, i.e. the Spring Meeting and Leadership Conference

Length of Stay

To allow for sufficient travel time to and from meetings, QCS will reimburse

- Spring Meeting: 1 additional day before OR after, up to a total of 3 days
- Fall Leadership Conference: All meeting days + 1 day before OR after, up to a total of 4 days

Transportation

- **Airfare, Rail:** Economy only or lowest fare class possible, plus baggage fee, in order to acquire the best rates possible, QCS asks that Members ticket as far in advance as practical.
- **Ground:** Mileage, tolls, and parking
- **Personal Auto:** In lieu of airfare, mileage for a privately owned vehicle will be reimbursed at the current Internal Revenue Service rate per mile, up to a maximum of \$400 roundtrip, including parking fees & tolls.
- **Rental cars:** rental charges and receipted gasoline expenses will be reimbursed in lieu of mileage.
- **Ride Share, Taxi and Shuttle Services:** Expenses are reimbursed only for travel related to/from the meeting.

Lodging

- Must use QCS pre-negotiated lodging accommodations and rates. Alternate lodging (outside the QCS room block) will not be reimbursed, and Member will be responsible.
- Actual lodging expenses, including taxes will be reimbursed.
- Sundry items and personal charges are the responsibility of the individual.

Meals

- If planned meal is provided at the meeting or conference, there will be no reimbursement. Otherwise, meal reimbursement will be limited according to the following maximum amounts below (including tax and tips):

Breakfast: \$25 max

Lunch: \$30 max

Dinner \$50 max

Submission

Expense reports with accompanying receipts **should be submitted as soon as possible, and no later than 21 days after the last day of the meeting.**