



AMERICAN SOCIETY OF HIGHWAY ENGINEERS NATIONAL EXPENSE POLICY

National Board Meetings

The following guidelines are set forth for reimbursement of expenses associated with ASHE National Board Meetings.

1. National Board Meetings are normally held four times a year. Meetings are typically held during the months of September, January, and April plus at the National Conference. For the meeting held in September, January, and April the typical schedule is Friday morning National Executive Committee Meeting, Friday afternoon workshop, Friday evening dinner and Saturday morning Board meeting ending at noon on Saturday.
2. Once the date and location are determined, the National Secretary will provide information regarding lodging reservation requirements. **Room reservations must be made at the facility noted in the announcement to meet the requirements of the hotel contract. Attendees will be responsible for costs over the ASHE quoted room rate if reservations are not made by the reservation deadline.** The National Secretary will also note any additional information regarding reimbursement for the respective meeting.
3. National arranges and assumes the cost of dinner the evening before the National Board Meeting and breakfast on Saturday morning for member and guest through the facility's master account. Cost for children or additional guest(s) will be paid by the member. Lunch after the National Board Meeting will be on your own with coverage up to \$25.00 each for member and guest. Please include the expense on your expense form with receipt.
4. National will reimburse mileage at a rate as established by the National Board and recorded in the board meeting minutes, air fare, taxi, auto rental, parking, meals in transit, toll charges, and lodging. **All expenses should be kept to a reasonable amount.** Plane tickets should be purchased in advance to obtain the best possible price. Auto rental will only be reimbursed for the days covering the meeting. Additional days' rental will be at your own expense. It is recommended you coordinate with other Board Members to share the rental, when feasible. These same reimbursements will be made for expenses incurred while performing duties serving on an assigned National Committee that warrants travel. **If hotel shuttle service is available it must be utilized, or you may elect to pay entire auto rental at your own expense.**
5. Each Board member will pay lodging, travel, meals, parking, taxi, and miscellaneous charges on their own account and submit for reimbursement. Reimbursement is made for a maximum of one night's lodging for a standard Board Meeting, unless otherwise noted in the National Secretary's announcement. If travel arrangements cannot be made to accommodate the above conditions, then preapproval needs to be received from the National President, who in turn will notify the National Executive Committee. **Check receipt for lodging to assure the preapproved rate was given.**
6. Board members will provide the National Treasurer with the ASHE Standardized Expense Form along with applicable receipts. A single electronic PDF is the preferred method of transmittal to the National Treasurer. **The file shall be named as follows: date-last name-expenses-event-location expense report-senders name such as 2025-06-10-mody-national board meeting - pittsburgh.** Reasons for expenses are to be noted in the comment area at the bottom of the form or on the receipt. Expenses of less than \$25.00 do not require a receipt but must be itemized on

the expense form. The National Treasurer will review and approve the expense report and if satisfactory will issue a check within two (2) weeks of approval.

National Conference

1. Expenses to attend the National Conference will be reimbursed as defined above for a regular National Board meeting. This includes all incoming Board members as well as the immediate Past President. Hotel expenses and conference fees for the National President and the National President elect will be paid by the Conference. However, travel expenses will be reimbursed by ASHE National. Guidelines associated with these expenses are the same as those outlined for the National Board Meeting above.
2. During the National Conference, National Board Members are expected to attend the Annual Business Meeting, National Past Presidents' Luncheon, Friday night event, and Annual Banquet Dinner (installation of National Officers occur at this event). Costs associated with attending these events will be reimbursed via your expense report.

For further assistance, please contact the Administrative Assistant to the National Board at nmorisi@ashe.pro or the National Secretary at ashenationalsecretary@ashe.pro .