

PACRAO Policies and Protocols

Updated: June 3, 2017

PACRAO Travel and Reimbursement

1. Any holder of a PACRAO credit/debit card may not use this card to cover personal expenses normally covered by items on the PACRAO reimbursement form.
2. The Past-President has the authority to approve or deny any reimbursement forms submitted by the President; all other reimbursement forms are approved or denied by the President.
3. Meals will be reimbursed at the per diem rate of \$50.00 per day, including gratuities not to exceed 15%, based on service. This maximum daily meal allowance will be reduced for meals provided by a conference or another institution/organization, based upon \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner. The maximum daily meal allowance will be increased by \$10.00 per day when traveling to higher cost metropolitan areas, currently designated by the IRS as follows:

State of Alaska	Los Angeles, CA
State of Hawaii	Miami, FL
Atlanta, GA	New Orleans, LA
Atlantic City, NJ	Newport, RI
Boston, MA	Newport Beach, CA
Boulder, CO	New York, NY
Chicago, IL	Oakland, CA
Cleveland, OH	Philadelphia, PA
Dallas, TX	Sacramento, CA
Denver, CO	San Diego, CA
Ft. Worth, TX	San Francisco, CA
Hartford, CN	San Jose, CA
Hilton Head, SC	Seattle, WA
Houston, TX	Washington DC*
Las Vegas, NV	

**Includes surrounding areas of Maryland and Virginia*

PACRAO-Hosted Meals

PACRAO-hosted meals are hosted by either PACRAO or PACRAO committees and are paid for with PACRAO funds. For such occasions the following guidelines are established in the interests of fiscal responsibility and to ensure the professional tenor of PACARO business meal functions.

1. PACRAO pays only for the meals of committee members and authorized guests invited because of their relationship to a particular PACRAO event, such as a presenter or keynote speaker.
2. Guests of committee member must either reimburse PACRAO directly for meals charged to a PACRO bill or request individual meal check from the host restaurant or facility.
3. PACRAO shall not pay for any alcoholic beverages nor should they be included in the per diem.