

SECTION 5.6
EXPENSE CLAIM
GUIDELINES

The following guidelines will be utilized when reimbursing CAWA members for eligible ground travel expenses.

- Regarding claims for ground travel, mileage will be paid at 35 cents per km, with the restriction that mileage paid will not exceed regular economy airfare.

If an individual is unable to obtain a ride to the airport, we will reimburse actual airport parking or airport shuttle costs, whichever is less, upon submission of receipts.

All expense claims must be received in the national office within thirty (30) days following the conclusion of the project for which the expenses were incurred.