

Florida Dental Association

Travel Reimbursement Guidelines

Updated: July 2025

The FDA provides travel-expense reimbursement for FDA representatives to attend officially recognized FDA activities.

- The term “travel expenses” includes the reasonable and necessary cost that FDA representatives incur in traveling from their home or office to a designated FDA activity.
- Reimbursement for such pre-authorized expenses is limited to air travel, taxi/Uber fare or rental-car expenses, automobile mileage, tolls, parking, meals, gratuities, lodging. When dining with multiple members or staff while at an FDA event, the names of the members should be listed on the receipt.
- Receipts should be submitted with the standard FDA expense form within two weeks of the event.
- **All reimbursements are subject to budgetary guidelines and approval of the FDA President and/or Executive Director**

Airfare

Air travel reimbursement is available only if one-way driving time to the FDA activity is greater than two hours from the FDA representative’s place of origin. Up to coach class is reimbursable and members make their own reservations well enough in advance (at least 21 days) of the event to secure the best fare. Members are encouraged to drive and carpool whenever convenient and/or timely and if the cost is significantly less than the airfare.

Personal Automobiles

The standard IRS mileage rate will be reimbursed. Tolls are reimbursable with receipts. Mileage must be recorded on the expense form.

Hotel

Room nights are reimbursable while on FDA business (see table on page 2 for the number of nights reimbursable for specific events). FDA will send out information on accessing the room block in advance. If members choose to stay at a different location, FDA will reimburse up to the amount of approved nights at the FDA hotel. Board of Trustee (BOT) members must use the group block for all regularly scheduled BOT meetings. Members are to secure their own reservations.

Meals/Meal Reimbursement

Reimbursement is available for reasonable meal expenses (including tips) incurred while traveling to and from FDA events, as well as during the events themselves when a group meal is not provided. Reimbursement is up to \$75 per day actual cost and requires itemized receipts.

Gratuities

Reasonable tips for baggage and hotel housekeeping services; no receipts required. Typically, \$1 per bag and \$3 per day for housekeeping.

(continued)

Parking/Taxi

Self-parking only (unless valet is the only option) airport and hotel parking. Taxi/Uber service is reimbursable from airport to hotel; taxi/Uber service during meetings is reimbursed as budgeted for a specific event. Other travel services only if the same cost or cheaper than taxi/Uber.

Non-reimbursable Expenses

Travel, meal and lodging cost associated with the attendance of FDA functions where the volunteer's attendance is not requested or where the volunteer is not acting in his/her capacity as a volunteer of FDA are not reimbursable. When in doubt, always check with the Executive Director first.

- Spouse/guests are not reimbursable unless specifically budgeted
- Valet parking is not reimbursable unless it is the only option
- Internet usage expenses are not reimbursable

FDA Covered Expenses for Scheduled FDA Meetings (can change based on meeting needs):

All reimbursements subject to meeting guidelines below

*if your activity falls outside of the above, please contact the FDA Executive Director prior to incurring expenses if reimbursement is

Meeting*	Representative	Hotel/Travel	Meals (\$75 per day)
BOT Business Meetings	Trustees, Officers	2 nights	2.5 days
BOT Strategic Planning	Trustees, Officers	2 nights	2.5 days
	Spouse/significant other	No travel	1 group dinner
House of Delegates (January)	Trustees, Officers	1 night	1.5 days
House of Delegates (June)	Trustees, Officers	2 nights	2.5 days
17 th Delegation January Meeting	Only ADA Delegates & Alternates who are not members of FDA's HOD	1 night	1.5 days
17 th Delegation June Meeting	ADA Delegates, Alternates	No	No
Council on Financial Affairs (CFA) In-person spring budget meeting	Members	1 night	1 day
LEAD	LDC Members & FDA Officers	1 night	1.5 days
All other council meetings	Members	No	No
C-CCE Meetings	see staff for details	n/a	n/a
FDAGAC Fall Meeting	Members	1 night	1 day

expected

Notes:

- 1) The ADA 17th District Trustee's travel is covered by the ADA; hotel and meals are covered by the FDA.
- 2) The 17th Delegation members travel to the ADA Annual Meeting has separate reimbursement guidelines that vary year to year.