

## Sample Chapter Travel Policy

### **Purpose**

To ensure that wherever possible provision is made in the Chapter's budget for Chapter leaders to participate in face to face meeting of the association to ensure that the Chapter is fully participating in association governance and to facilitate succession planning and effectiveness of Chapter leaders.

### **Mandatory Meetings**

According to the by laws of the Association all Chapters are required to send the President (or in their absence President Elect) to the President's Council meeting held in conjunction with the Leadership Academy each fall. This is a voting meeting of all Chapter Presidents. Chapter Management 101 is held in conjunction with this meeting and is an opportunity for new Chapter leaders to become more familiar with the Association and to learn how to run their Chapters effectively.

### **Optional meetings**

In addition to the fall Presidents Council meeting, a Presidents Council meeting is held in conjunction with the International Conference each spring. While this meeting is not mandatory it is an important venue for information sharing and for chapters to play a role in the association. There is also a Chapter Board workshop is held the day following International Conference and is an opportunity for new Chapter leaders to become more familiar with the Association and to learn how to run their Chapters effectively.

There are also regional meetings which may take place from time to time which would be of benefit to Chapter leaders (e.g. the Canadian leadership retreat held each summer in Canada).

*The Chapter commits to supporting Chapter leadership attendance at association meetings and will include provision in each annual budget as follows*

- The Chapter commits to make provision in the annual budget to assist in the cost (registration, travel \*\*, accommodation etc) for the President or President Elect to attend the Presidents Council meeting each fall. Budgets will be set with due consideration of the location of the meeting which will be available in the fall of the preceding year.
- The Chapter will give consideration to making provision in the budget to assist in the cost (registration, travel\*\*, accommodation etc.) of sending at least one new Chapter leader to the Chapter Board workshop each year, to support the effective leadership of the Chapter and succession planning efforts

- The Chapter will give consideration to making provision in the budget each year to assist in the cost (registration, travel\*\*, accommodation etc) of at least one Chapter leader attending the Presidents Council meeting held in conjunction with the International Conference.

*\*\*The chapter will not pay for any upgrades or flights changes.*

Questions for consideration as draft your policy?

- Does the chapter reimburse for the full travel costs or set a travel budget amount? Chapter policies vary from complete reimbursement to as little as \$500 per trip.
- What expenses are deemed eligible for reimbursement, ie alcohol, entertainment?
- Will travel insurance be purchased and who is the responsible party?
- Consider establishing a specific expense policy. See Attachment A for a draft policy.
- Give consideration to succession planning and sending more than one chapter leader to the meetings both mandatory and optional.

# ATTACHMENT A

## TRAVEL & EXPENSE POLICY

TRAVEL & EXPENSE		
1.	Purpose	Recognizing that volunteers may be required to travel from time to time on Chapter related business, it is the policy of the _____ Chapter to reimburse volunteers for reasonable travel and hospitality expenses associated with the various operations of the Chapter.
2.	Scope	This policy applies to travel and hospitality expenses chargeable to approved operating budgets and any other accounts or projects administered by the Chapter.
3.	Definitions	<p>For purposes of this policy, unless otherwise stated, the following definitions shall apply:</p> <p><b>Volunteer:</b> Individuals and organizations eligible for reimbursement under this policy will be referred throughout by the word “volunteer”.</p> <p><b>Personal Expenses:</b> Only expenses related to Chapter business are covered by this policy and expenses of a personal nature will not be reimbursed. Some examples of the most common ineligible expenses include personal entertainment, sight-seeing and side trips. Expenses for a spouse or other individual accompanying the employee will not be reimbursed.</p> <p><b>Local Travel:</b> (specific travel areas as designated by the chapter)</p> <p><b>Currency:</b> All Chapter volunteers will be reimbursed in amounts equivalent to the actual expenses incurred and where necessary, All expenses must be listed on the Travel Expense Form in the currency that was used for the actual expenditures. Proof of cost of obtaining foreign funds <b>must</b> be provided.</p>
4.	Policy Guidelines	<p>Volunteers who travel on behalf of the Chapter are encouraged to use the most economical methods and shall be reimbursed for reasonable expenses. The amount of reimbursement and authorization for travel must be approved by the Treasurer.</p> <p><b>1. SUMMARY</b></p> <p>Since all travel is paid on a “reimbursement basis” and travel agencies are not able to bill the Chapter directly for airline tickets, Volunteers will be required to use a personal credit card at the time of booking (or ticketing). While Volunteers are personally responsible for all charges made against their card, volunteers will be promptly reimbursed for all monies owing upon the timely submission and approval of the Travel Expense Form.</p>

Prior to making travel arrangements, acquire approval for the trip from the Chapter President or Executive delegate. Travel will be approved in accordance with budget and requires the signature of the Chapter Treasurer to ensure compliance. Make travel arrangements (airline bookings, hotel accommodation, etc.) as early as possible in order to take advantage of any available discounts;

Acquire appropriate receipts during the trip to support expenditures;

Prepare travel expense form, attach appropriate receipts, ensure statement is approved by the appropriate signing authority, and forward to the Chapter Administrator.

## **2. AIR TRANSPORTATION**

- a) Volunteers travelling on Chapter business must make their own travel arrangements.
- b) Air travel should be via the most economical and direct route.
- c) The invoice and boarding pass must be attached to the travel expense form.

## **3. GROUND TRANSPORTATION**

### **a) Use of Personal Automobile**

When it is necessary to travel outside the (specify region) by personal car, the volunteer is entitled to be reimbursed at approved rate (refer to Schedule A for rates). Mileage allowance will be paid for only one personally owned automobile where volunteers travelling together could reasonably be expected to travel in one automobile.

The claim shall be submitted on a Travel Expense Form and must be approved in the normal fashion. Information on the purpose of the trip and the destination shall be outlined. If travel by personal automobile is desired by the volunteer and, providing it is mutually agreed with the appropriate signing authority, the Chapter will pay the lesser of the current approved mileage rate or the regular air fare normally payable by the Chapter. All traffic violations (e.g. speeding tickets, parking tickets) are ineligible for reimbursement.

*In general, local mileage for occasional trips by a volunteer is not claimable, but where volunteers in the normal performance of their duties make frequent trips, special consideration may be given on prior approval by the Board of Directors.*

### **b) Automobile Rental**

Rental of an automobile shall require the express and prior approval of the Treasurer and will not be authorized unless there is evidence to prove that such form of transportation will result in a cost saving over other forms.

### **c) Taxi, Limousine, Bus, and Parking fees**

Receipts for these services are required

## **4. ACCOMMODATIONS**

- a) Volunteers are responsible for making their own accommodation arrangements.

		<p>b) Reimbursement for hotels, motels and other lodging will be limited to reasonable amounts in the particular circumstances and should not exceed the single occupancy rate. Receipts are required. Volunteers should give due consideration to location and economy prior to making arrangements for accommodations.</p> <p>c) Claims for private accommodations with friends or relatives in lieu of hotels, motels or other lodging will be reimbursed at the approved rate (see Schedule A for rates).</p> <p><b>5. MEALS</b>  Expenses for meals will be reimbursed, without supporting receipts, up to a maximum of the per diem daily allowance (refer to Schedule A for rates): The allowance should be claimed on a per day or per meal basis depending on the portion of the day the volunteer is actually travelling on behalf of the Chapter.</p> <p>Meals included in a conference fee or registration fee should be shown as a conference or registration expense and the per diem claim should be reduced accordingly.</p> <p>Note: Where it is appropriate for a volunteer to be reimbursed for the cost of a meal for a business associate, the name of the associate and purpose of the meeting must be noted on the Travel Expense Form.</p> <p><b>6. TRAVEL &amp; MEDICAL INSURANCE</b>  Volunteers will be responsible for arranging their own flight cancellation and/or medical insurance and are not covered by the Chapter. Expenditures for air travel accident insurance will not be reimbursed.</p> <p><b>7. INCIDENTALS</b>  Reasonable small expenditures where it is either impractical or impossible to acquire receipts may be claimed. Such expenditures would include such items as meter parking, coin telephone, subway tokens, reasonable gratuities for baggage assistance, etc. While receipts are not required, such actual expenditures must be itemized for each travel day.</p> <p><b>8. ENTERTAINMENT</b>  The cost of entertainment is normally considered a personal expense and is ineligible for reimbursement.</p> <p><b>9. TRAVEL ADVANCES</b>  Costs will be reimbursed in advance of travel for expenses incurred in order to obtain discounts e.g. airline tickets purchased in advance in order to obtain discounted pricing.  All advances must be cleared by submitting a Travel Expense Form to the Chapter Administrator. If an amount is to be returned to the Chapter, a personal check in the correct amount, payable to the _____ Chapter must be attached to the Travel Expense Form.  In the event a trip, for which a travel advance was requested, is postponed or cancelled, a refund of the advance should be forwarded immediately to the Chapter Administrator.</p>
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APPROVAL HISTORY	
Approval Date:	<u>(Signature of Chapter President)</u>
Revision Date:	<u>(Signature of Chapter President)</u>



**SCHEDULE B**  
**SAMPLE TRAVEL EXPENSE FORM**