



## TRAVEL REIMBURSEMENT POLICY AND PROCEDURES

*Adopted September 11, 2009, St. Louis, MO*

To support the service volunteer members of the Board of Directors provide to the Society, Sigma Tau Delta will subsidize members' travel to and attendance at required meetings of the Board. As a not-for-profit agency that derives the bulk of its income from student members, members of the Board of Directors are asked to be conservative in making their travel arrangements, choosing the most economical options available. The following policies and procedures are designed to ensure that we operate as wise stewards of Society funds and apply to all members of the Board of Directors and those invited by the Board to attend its meetings.

Transportation: All fair and reasonable expenses associated with travel to and from meeting sites are reimbursable. If traveling by public transportation, typically by air, allowable expenses include economy-class air fare, luggage charges (limited to one checked bag), ground transportation from home to the airport, airport parking (at the lowest rate available, typically extended term parking), shuttle service from the airport to hotel. Allowable expenses will be reimbursed at cost; the use of personal vehicles will be reimbursed at the per mile rate set by the federal government; alternate forms of transportation, e.g. the use of taxis and/or limousine service in place of available shuttles, will be limited to the cost of round-trip shuttle service. The traveler will collect and submit receipts for air fare and, when possible, all other allowable expenses. *Exclusions*: Gratuities associated with transportation are the responsibility of individual travelers and cannot be submitted for reimbursement. Upgrades in fare class, charges incurred for changing travel arrangements, and charges for additional and/or overweight bags are also the responsibility of individual travelers and cannot be reimbursed. In the unlikely event that illness or a similar emergency prevents the Board member from using a previously purchased ticket, the Executive Committee may approve the reimbursement of travel expenses not otherwise recoverable from other sources.

Board members living within a 300-mile radius may elect to use their personal vehicles for travel to and from meeting sites. The use of personal vehicles will be reimbursed at the rate set by the federal government for business travel. Fees for self-service local parking are also covered. *Exclusions*: Tolls and fuel charges are the responsibility of the traveler as are expenses and gratuities for valet service. Board members considering the use of personal vehicles to and from a meeting are urged to compare costs and consult the Central Office with regard to parking options.

Rental car fees are only reimbursable with prior permission from the Central Office. Board members contemplating the use of rental cars should again consult the Executive Director before renting cars for travel to and from meetings.

Accommodation: The Central Office makes all arrangements for accommodations of those traveling at Society expense. Individuals traveling at Society expense may elect to share their rooms with people who are *not* traveling at Society expense; the Society,

however, is not responsible for any additional charges incurred by these additional occupants. *Exclusions:* Incidental expenses billed to rooms and gratuities for hotel staff are the responsibility of individual Board members and are not reimbursable.

*Per Diem Expenses:* *Per diem* expenses are to be reimbursed at the rate set by the federal government for the city in which the meeting takes place. Travelers must submit receipts for the expenses they wish to be reimbursed for. Gratuities up to a maximum of 18% on food service are allowable expenses and figured as part of daily limits. *Exclusions:* Gratuities of more than 18% and expenses exceeding daily limits are not reimbursable. Alcoholic beverages purchased by underage travelers will not be permitted or reimbursed.

## **PROCEDURES:**

1. Transportation: No arrangements should be made until the Central Office has sent a definite announcement of the time and place of the meeting. On instruction from the Central Office, individuals should make their own travel arrangements and report their travel plans by the required deadline, sooner if possible. Individuals who desire early reimbursement should notify the Central Office of such by the required deadline for submitting travel plans. Otherwise, receipts for travel should be submitted for reimbursement following the conclusion of the meeting.
2. Accommodation: The Central Office will request that members travelling at Society expense submit their preferences for accommodations by the required deadline. Willingness to share rooms, a preference for smoking or nonsmoking rooms, any special needs will be considered. Typically, student members will be assigned to shared rooms; non-student members will have the option of having individual rooms.
3. *Per Diem Expenses:* At the conclusion of the meetings, the Executive Director will provide travelers with a form to be completed and returned itemizing individual expenses. The traveler must fill out, sign, and return the form to the Central Office with all relevant receipts before reimbursement can be made. Travelers may request their *per diem* allowances in advance; to be processed, any such requests need to be addressed to the Executive Director at least two weeks prior to the meeting date.

N.B.: Monies spent on travel are intended for the sole use of Board members and those people invited by the Board who are directly engaged in Society business. The Executive Director will review expenses submitted for reimbursement and may, at his or her discretion, disallow expenditures not in keeping with the spirit of this document. Any disputes over reimbursement should be addressed to the Executive Committee.

Travelers are reminded that the federal government considers reimbursements in excess of published allowances to be taxable income. Travelers are individually responsible for reporting any such payments and for any taxes that may result.