



SIGMA TAU DELTA / NATIONAL ENGLISH HONOR SOCIETY TRAVEL POLICY AND PROCEDURES

*Revised and approved by
Executive Committee, 8/8/22*

Sigma Tau Delta subsidizes Board members, staff, Board guests, and affiliates (identified as “traveler”) with travel to and attendance at required meetings. The following policies and procedures ensure that all those listed operate as wise stewards of Society funds and make judicious choices in making travel arrangements.

I. Overview

- A. Sigma Tau Delta reimburses reasonable travel expenses incurred by a traveler on authorized Sigma Tau Delta/NEHS business. Money should be spent reasonably and without extravagance, bearing in mind that the majority of our funds represent student-generated monies.
- B. Travel arrangements must be completed and submitted to the Central Office before the deadline specified in meeting notifications.
- C. Expense reports should be submitted within two weeks after travel has been completed in order to expedite reimbursement.
- D. A per diem for meals and incidentals (including tips to hotel and service staff) will be determined for each trip a traveler takes; no receipts will be required for meals. During travel where hotels/hotel contracts provide breakfast, the per diem will be reduced by a reasonable amount.
- E. Full documentation of non-per diem expenses is required, including receipts for transportation, parking, and other items as noted below.
- F. Anyone traveling under this policy is representing the Society and should conduct themselves in a professional manner appropriate to the mission and integrity of the Society; failure to do so could result in a refusal to reimburse the traveler for any and all expenses.

II. Reimbursement Policies

A. Lodging

1. When Sigma Tau Delta/NEHS secures special rates for an event (including convention), all lodging will be arranged by the designated Central Office staff member; the traveler will *not* make the reservation.
2. The traveler must review their hotel statement/bill for accuracy when checking out of the hotel. Room rates and taxes are paid by Sigma Tau Delta/NEHS; the traveler is responsible for any personal expenses that appear on the hotel statement/bill.
3. If the Society credit card is on file with the hotel to cover incidentals, no additional charges may be made to the room.
4. Typically, Board members and staff will have the option of having individual rooms; Board guests and affiliates may be assigned to shared rooms.
5. 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.

B. Food and Beverage

1. When meals are provided (e.g., breakfast or the convention gala), travelers are expected to participate and the per diem will be adjusted by the Central Office. Exceptions may be made, at the discretion of the Executive Director, to accommodate such things as travel arrangements or meetings.
2. The daily food and beverage allowance will be established per destination and announced in notifications prior to each meeting.
3. Travel-day food and beverage reimbursement to and from the event will follow the same guidelines.

4. If you pay for the meal for a convention speaker or designated guest, please submit an itemized copy of your receipt.

C. Transportation

1. Travel should be booked at the most cost-effective rate for reasonable departure and arrival times. Only coach/economy fares will be reimbursed; flight insurance/trip protection and preferred seating fees are not reimbursable.
2. Individuals who desire early travel assistance purchasing tickets should contact the Central Office prior to the specified deadline for submitting travel plans.
3. The Society will reimburse for one checked bag at the published rate for a standard bag on each flight.
4. At the departure city, airport parking at the lowest rate available (typically extended or long-term parking) is reimbursable.
5. In the destination city, transportation to and from the airport should be accomplished by means of public transportation, hotel or airport shuttle, or the safest, most cost-effective manner. Taxis may be a more reasonable and cost-effective option, especially if shared. Ride-sharing services (Uber, Lyft, etc.) will only be reimbursed if pre-approved as part of your travel plans.
6. Automobile transportation between home and the airport is reimbursable at the current rate designated by the IRS.
7. The use of personal vehicles will be reimbursed at the rate set by the federal government for business travel. Tolls and self-service local parking are also covered. Those considering using a personal vehicle for travel to and from a meeting must seek approval by the Executive Director before the deadline specified in meeting notifications.

D. Miscellaneous

1. Non-food items, such as clothing, toiletries, and medications, are not reimbursable.
2. In the unlikely event that illness or a similar emergency prevents a traveler from using a previously purchased ticket or requires an extended stay, the Executive Committee may approve (or pre-approve if possible) the reimbursement of additional expenses.
3. The Executive Director will review expenses submitted for reimbursement and, at their discretion, may disallow expenditures not in keeping with the spirit of this document. Any disputes should be addressed to the Executive Committee, whose decision will be final.
4. **Any questions concerning interpretation of any part of this reimbursement policy should be addressed to the Director of Society Operations in the Central Office.**