

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
BOARD TRAVEL		Grant Axtell, President (2018-19)
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
01/07/19	NA	Board of Directors

STATEMENT OF PHILOSOPHY

All reimbursable travel by, board members and others must be approved in advance, actually incurred, essential in achieving the goals of fulfilling the responsibility of IAWP, and conducted in the most economical and practical manner.

TRAVEL AUTHORIZATION

All official travel must be authorized in advance by the Executive Director, President, or Secretary-Treasurer. A person may not authorize their own travel.

LOWEST COST OPTION

Board members may choose their mode of travel (plane, car, train, bus, etc.), however, reimbursement will be limited to the lowest cost means of travel unless it is impractical or not available. Any exceptions must be documented and approved by the Executive Director or President prior to the travel arrangements being made or reimbursement will not be allowed.

TRAVEL ARRANGEMENTS

The Administrative Office will provide guidance on making travel arrangements including dates, times, locations, and hotels.

USE OF PRIVATELY-OWNED VEHICLE

The use of privately-owned vehicles may be authorized whenever it is more practical and/or cost effective than transportation by common carrier. Privately-owned vehicles shall be covered by liability and property damage insurance provided by the owner of the vehicle.

The cost of transportation by private vehicle shall be paid at the IRS Standard Mileage Deduction Rate. The Administrative Office shall update the mileage on the travel voucher January 1 of each year.

Allowable mileage shall be computed according Google Maps or a similar tool.

Vehicle parking fees are an allowable expense while on official IAWP business; this includes airport parking. Receipts parking fees must be attached to the travel expense voucher for reimbursement. Parking expense should be at the most reasonable expense (i.e. self-parking vs. valet parking.)

LODGING

The actual cost of lodging plus applicable tax will be reimbursed to the traveler, as long as the cost is not unreasonable or exorbitant.

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Original receipts for all lodging must be attached to the travel expense voucher for reimbursement. Any exception to this procedure must have supporting documentation attached to the travel expense voucher. When possible, hotel expenses should be placed on a master account and billed to IAWP.

PER DIEM

Per Diem is defined as the reimbursements for meals, meal gratuities, and fees and tips give to porters, baggage carriers, bellhops, and hotel maids, when there is an overnight stay. Per Diem reimbursement is paid based at the following rates:

Total Daily Per Diem Allowance <i>Effective 08/01/15</i>	
\$56.00	Total Daily Per Diem Allowed

Partial Per Diem Allowance		
Breakfast	\$12.00	Departure time is 7:00 AM or before; return time is 8:00 AM or after
Lunch	\$19.00	Departure time is 11:00 AM or before; return time is 2:00 PM or after
Dinner	\$25.00	Departure time is 5:00 PM or before; return time is 7:00 PM or after

The destination, time and date of departure and return must be shown on the travel voucher for each trip. Reimbursement will not be made for meal expenses when the traveler left earlier than reasonably necessary to meet a common carrier's recommended pre-departure time. Reimbursement will not be made for meals when there is no overnight stay.

Continental breakfast provided by a hotel/meeting facility and meals provided by common carriers need not be deducted from the per diem allowance. Meals provided as part of a meeting, conference, or training will substitute the travelers per diem or meal expense and will not be reimbursed. Travelers who attend a conference or training must attach a copy of the program to the travel claim voucher showing the educational and meal events.

MISCELLANEOUS EXPENSES

With supporting documentation, expenses for certain miscellaneous items are reimbursable if incurred in the official conduct of IAWP business. Necessary miscellaneous expenses, for which receipts may not be available, may be reimbursed upon certification by the traveler.

The following items will be reimbursed if adequate documentation/receipts are provided:

- Ground transportation and parking costs necessary to conduct official IAWP business while in authorized travel status;
- The cost of checking one non-oversized, non-overweight bag to the destination and return;
- Telephone calls, including one personal telephone call per day by the traveler, limited to ten (10) minutes. In the case of a family emergency or unusual circumstance, personal calls of longer duration may be approved by the Executive Director or President. Calls must be included and documented on the hotel bill; and

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- Registration fees which are required as admittance or attendance fees for official participation in conference, conventions, or other meetings.
- Business-related expenses that are necessary for the transaction of IAWP business. These expenses must be pre-approved by the Executive Director or President.

NON-REIMBURSABLE EXPENSES

The following are non-reimbursable expenses:

- Expenses of a personal nature incurred for the convenience of the traveler, including travel by indirect routes or stop-overs for personal reasons, or leaving earlier or returning later than necessary unless the traveler sufficiently documents that the costs are no more than the costs would have been without the indirect route, personal stopover or arrival/departure time earlier/later than needed;
- Per Diem and meal expenses when an overnight stay is not required;
- Travel to the Workforce Development Conference, board meeting immediately before and after the conference;
- Expenses for alcoholic beverages;

TRAVEL AWARDS

Travel awards and benefits such as frequent flyer miles awarded as a result of IAWP travel will become the property of the traveler and will not be claimed by IAWP.

ADVANCES

It is not the general practice of IAWP to provide travel advances to those traveling on official IAWP business. However, the association does realize situations arise and lack of funds should not prevent anyone from traveling on official business. The preferred solution is for the Administrative Office to pay for as many costs using the association credit card as possible. If an additional advance is still required, a request must be made by email to the Executive Director or President at least 13 days prior to the start of travel for approval. The email must outline why the advance is required as well as how the advance will be spent. A travel voucher must be submitted at the conclusion of travel and include the advance.

REIMBURSEMENT OF EXPENSES

Travelers must document and submit travel related expenses using the IAWP Travel Voucher within thirty (30) days of returning from the travel. Expenditures for travel paid by the IAWP credit card are not reimbursable to the traveler. A listing of all travel-related expenditures paid through the IAWP credit card must accompany the Travel Voucher.

Expenses exceeding those outlined in this policy must have just cause and documentation and be approved by the Executive Director or President prior to reimbursement.