**SNAKE RIVER CHAPTER TRAVEL POLICY - 2011**

**I. Policy Statement**

ASSE Snake River Chapter reimburses reasonable and actual expenses for travel on official SRC Chapter/Society business in accordance with the following Chapter Operating Guideline (COG).

**II. Authorization and Budgeting of Travel Expenses**

A. The SRC Executive Committee (EC) will resolve any disputes regarding this COG for chapter members, respectively. They also review and approve/disapprove unbudgeted travel.

1. If necessary, the SRC EC reviews and recommends action up to and including refusal to reimburse for abuses outside of this policy.

B. The appropriate contracting authority is the EC or an EC approved Professional Member, and if in accordance with ASSE Society Policies, may approve vendor contracts and expense reimbursements that may vary from this policy.

C. Society-level budget guidelines for travel expenses

* 1. This COG outlines what expenses are reimbursed by the Society or at the Chapter level. It does not preclude additional travel activities nor what Regional and travel budgets would reimburse separately.
	2. The SRC Treasurer will budget all travel expenses for specific programs such as ROC, Leadership Conference, etc for approval by the board/membership on an annual basis in August for each Fiscal year.
1. Travel expenses for spouses / partners of members are NOT reimbursable
	1. Submit all travel expense reports within ten working days (ideally) but no later than sixty days travel using the ASSE SRC Travel Expense Report. Keep a copy and forward the other electronic copy with the check if applicable, as directed below.
		* + 1. **The “Society” Expense Report Form attached** or otherwise provided may be used but will be submitted as directed by the SRC EC rather than to ASSE National.
				2. Each SRC member submits a separate travel expense report. ASSE reimburses expenses purchased on behalf of others when these individuals are listed by name and identified as having official Society business.

G. Attach original receipts for all expenses over $25.00.

1. Include the issue date and fare class on all air travel receipts or include a copy of the flight Itinerary.

H. When completing the Travel Expense Report, under *make check payable to:* indicate the payee of the check, to whom it will be given or the address to which the check will be sent.

**III. Air Travel:**

A. Travel by the most direct and economical route that originates from the traveler's normal place of business and terminates at the meeting destination. Use discounted air travel whenever possible.

B. ASSE SRC reimburses coach-class airfare.

1. When any one scheduled flight segment is longer than seven hours, business

class airfare may be allowed with pre-approval by majority vote of the SRC board.

C. ASSE encourages advanced planning to take advantage of lower airfare rates. Make air travel reservations at least 21 days for a regularly scheduled meeting.

1. ASSE reimburses reasonable cost charges including fees for changing a non-

refundable ticket when special circumstances arise resulting in planning changes.

D. ASSE SRC does not cover any expenses for Air Travel Accident Insurance.

**IV. Ground Transportation**

A. ASSE SRC reimburses travel by personal automobile at the IRS standard mileage rate of $ 0.51/mile (51 Cents), the total reimbursement not to exceed the equivalent of a round trip coach class airfare to the same destination. It does NOT include travel to other locations.

B. ASSE SRC reimburses parking and toll charges at actual cost.

C. ASSE SRC will not reimburse transportation costs between the meeting site and a non-authorized lodging facility.

D. When using a personal automobile for ASSE SRC-related business, drivers must possess minimum insurance coverage required by their resident state. (Insurance coverage of $100,000 for liability and $25,000 in property damage is recommended).

E. Use the most practical and cost-effective mode of transportation when traveling to and from the airport and specific ASSE SRC-related functions. Reimbursement of limousine / taxi / bus / shuttle fares for this purpose is at actual cost.

F. Automobile rentals are discouraged. Consider all relative costs before obtaining pre-approval by majority vote of the board.

G. ASSE SRC does NOT reimburse for Ground Travel Accident Insurance, traffic fines or normally incurred commuting costs.

**V. Lodging**

A. ASSE SRC reimburses the cost of a single room when it is not practical to arrive and depart on the day of a scheduled meeting.

B. Lodging at another facility other than that selected by ASSE National requires pre-approval by majority vote of the board. Lodging selected or recommended by ASSE National for PDC/Leadership Conference options or by Region for ROC meetings will be presumed to be approved.

If approved, ASSE SRC reimburses the room cost up to the negotiated group rate.

C. An extended stay associated with a discount airfare, e.g., over a Saturday night, OR the inability to schedule a timely flight is reimbursable.

* + - 1. ASSE SRC does NOT reimburse for expenses incurred for personal reasons or work outside of ASSE-related business.

**VI. Meals**

A. ASSE reimburses for meals up to $60.00 per day total. This amount includes associated meal tips.

* + - 1. Depending upon the event location, the SRC board with majority approval may adjust this daily meal total to accommodate geographical cost variances.

B. ASSE SRC reimburses meals purchased on behalf of others when these individuals are listed by name and identified as having official Society business.

C. ASSE SRC does NOT reimburse for separate meals when there is a corresponding Society-scheduled meal function as part of the official meeting. When a meal is provided by the Society, the total daily meal allowance will be decreased accordingly:

* + - 1. Breakfast; $12.00
			2. Lunch: $20.00
			3. Dinner; $28.00

**VII. Telephone**

A. ASSE SRC recommends using your personal and or company cell phone or calling card where ever possible however, ASSE SRC will reimburse telephone charges relating to official chapter business.

* + - 1. ASSE SRC reimburses hotel telephone charges to home as long as these

 calls are 5 min or less, the exception when the SRC member does not have

 a cell phone, calling card or there is a family or personal emergency.

**VIII. Miscellaneous Expenses**

A. Itemize and justify all miscellaneous travel expenses.

B. Reasonable miscellaneous tips are reimbursable.

C. ASSE does NOT reimburse the following expenses: valet and laundry charges; personal

 entertainment expenses such as in-room bar and movies.

* + - 1. If there is an extended stay of more than seven days for ASSE SRC business, reimbursement of valet and laundry charges are allowed.

Adopted and revised: January 4, 2011



Latest Revision Date and number (2011 - 1):

Chapter President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_