

Standard Practice 14 – C.5
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Travel Guidelines

I. POLICY

The Association will reimburse reasonable, necessary, and allowable travel expenses incurred in connection with Association-related business when those expenses are incurred within the limits and procedures of this policy.

II. GENERAL GUIDELINES

- 1. Eligibility for Travel Reimbursement.** Association members and Association employees who are traveling on official Association business are eligible for reimbursement of travel expenses as provided for in the appropriate budget. Non-members will be reimbursed for travel on Association business when specifically authorized, such as a speaker for an association event.
- 2. Reimbursement of Expenses.** Those eligible for travel shall be reimbursed for such expenses subject to the limitations set forth in this policy. Reimbursements will be limited to those amounts deemed reasonable, necessary, and allowable for the purpose of conducting Association business. As a non-profit organization serving professionals in the government financial management community, members are encouraged to obtain employer support when possible, especially travel in conjunction with official business. When practical and appropriate, the business should be conducted in conjunction with Association conferences. When Association funds are to be used for travel expenses, it should be determined in advance that sufficient travel funds are budgeted and available before incurring travel costs.
- 3. Accountability.** Those eligible for travel reimbursement and traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. In the event an alternate means of travel is available or multiple prices exist for travel related costs, the lower or most economical cost should be selected whenever practical. Excess or additional costs incurred for personal preference or convenience will be the responsibility of the individual.
- 4. Travel Authorization.** A member of the National Office Staff will approve all national and regional leadership travel for Association business within the available budgeted funds. The Executive Director and Deputy Executive Directors are authorized to approve all travel of National Office employees and non-members within available budgeted funds.
- 5. Forms and Method of Approval.** Reimbursement requests shall be submitted on an approved Association Expense Report with appropriate receipts, documentation and approvals. For individual expense items exceeding \$25, supporting receipts and documentation should indicate the purpose, event, amount and date (except per diem expenses). Expense reports should be submitted as soon as practical after incurring expenses, but no later than 30 days after completion of travel.
- 6. Events Eligible for Reimbursements.** Expenses incurred while participating in the following events are eligible for reimbursement.
 - a. Regular and Special meetings of the NEC
 - b. Sectional, Regional and Chapter meetings
 - i. NEC members when attending as the invited speaker or visiting on behalf of the NEC.
 - ii. RVPs or RVP-Elects for one chapter meeting for each chapter in the region. Additional visits may be authorized by the President-Elect.

- c. Sectional Leadership Meetings (SLM) for the National President, National President-Elect, Senior Vice President for Regional Services, Regional Coordinators, RVPs, RVPs-Elect, Chapter President, Chapter President-Elect and the Membership, Education and Certification chapter chairs. Eligible expenses include travel, lodging, meeting room expense and break and lunch expenses for attendees.
- d.
- e. Committee and Task Force meetings, provided the expense is reasonable for the time required at the meeting.
- f. Meetings sponsored by other organizations at which a member officially represents the Association. The cost must be specifically provided in the budget or authorized by the President and Executive Director.

7. Reimbursable Expenses

- a. Transportation
 - 1. Airline/train ticket for coach or special fares booked 30 days in advance, subject to the following considerations:
 - a. A corporate travel agency has been authorized for the convenience of members, including the direct billing of airline costs to the Association.
 - b. Airlines typically offer reduced fares for travel over a Saturday night. Members are encouraged to take advantage of these fares when they are economically and personally feasible. The Association will reimburse the additional cost of lodging and meals if the total trip cost is more economical.
 - c. All airfares that cost \$500 or more must have national office staff approval prior to booking. In these cases AGA travel miles may be redeemed.
 - 2. Private automobile expense at the IRS-allowed rate per mile plus tolls and parking, not to exceed the cost of travel via airline.
 - 3. Taxi, subway and bus fares.
 - 4. Car rental if appropriate and cost-beneficial to the Association.
- b. Lodging and Meals
 - 1. The cost of a single room plus tax (register in advance and obtain government or other discounted room rates). For visits within the Washington, DC area, contact the National Office for lodging arrangements.
 - 2. The Association provides a meal per diem for all Association travel locations based upon the most current federal per diem rates for the Washington, DC area. Actual meal expense incurred not to exceed per diem will be reimbursed.
 - 3. Meals are not eligible for reimbursement when meals are provided at the meeting or event.
- c. Other Reimbursable Expenses
 - 1. Official Association telephone calls, conference calls and fax charges. Also, reasonable length personal long distance telephone calls while on travel away from home are allowable. The number of long distance calls while away on travel should be limited to a reasonable number depending upon the length of the trip. While on extended travel status, the Executive Director may approve certain reasonable personal expenses for National Office employees.
 - 2. Postage for Association business.
 - 3. Office supplies not furnished by the Association.
 - 4. Nominal refreshments for meetings, e.g., coffee, donuts
 - 5. Necessary expenses associated with handicap travel will be allowed.
 - 6. Transportation and meal per diem costs related to interruption of travel before completion because of incapacitating illness or injury or a personal emergency situation.

8. Non-Reimbursable Expenses

- a. Travel costs for members for Association-sponsored events such as the Professional Development Conference, the National Leadership Conference and regional and chapter conferences.
- b. First class or premium service transportation.
- c. Meals for Association members who are not in travel status.
- d. Bar and entertainment expenses.
- e. Personal items such as dry cleaning; laundry; telephone calls; books; magazines; newspapers; personal business cards; photographs; travel insurance, long distance telephone calls, in room movie and health club charges at hotels, except those allowed by item 8.c.1. of this policy.
- f. Registration fees for Association events.
- g. Meeting room expense unless provided in the budget or approved by the Executive Director.
- h. Awards or mementos for Committee, Board, or Task Force members.
- i. Commuting expenses for local travel.

9. Any exceptions to this policy must be approved by the National Treasurer.

III. RESPONSIBILITIES

President and President-Elect.

- Approve all travel for Association business within their respective budget.

President and Executive Director

- Approve cost of meetings attended by a member officially representing Association when not specifically provided in the budget.

Executive Director

- Approve reasonable personal expenses for employees on extended travel status. Provide notice to the National Treasurer and the Director for Finance and Administration.
- Approve meeting room expense when not provided in budget.
- Approve all travel of National Office employees and non-members

Member of National Office Staff

- Receive reimbursement requests from committee, board, or task force members, approve requests and forward to the Director for Finance and Administration for processing.

Treasurer

- Adjudicate disputes as to whether travel expenses are eligible under this policy.
- Ascertain budget authority when there is a question regarding budget authorization for travel.
- Approve any exceptions to the Travel Policy. Notify NEC at next regularly scheduled meeting of any approved exceptions.

Director for Finance and Administration

- Verify that requests for reimbursement are authorized and in accordance with this policy.
- Consult with Treasurer to ascertain budget authority when there is a question regarding budget authorization for travel.
- In a timely fashion, process requests for travel reimbursement.
- Update the official Expense Report form approved by the Finance and Budget Committee as necessary and distribute to appropriate members and employees.

Related Policies:

Budget Formulation and Approval

Budget Execution and Revision

Regional Vice Presidents, Committees, Boards, and Task Forces