



TRAVEL POLICY

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Purpose

Volunteers of the Rocky Mountain Section of American Water Works Association (Section or RMSAWWA) travel in conjunction with Section assignments. These assignments include American Water Works Association (Association or AWWA) meetings as well as Section meetings. The purpose of this policy is to define consistent business travel practices, which obtain optimum balance between the Section's need for cost-effectiveness and the traveler's need for financial support.

Policy

Section volunteers who travel in conjunction with Association or Section meetings may be reimbursed for actual, reasonable, and necessary expenses. This policy applies to Section volunteers traveling in conjunction with approved Section duties. Those approved duties include Association meetings, Governing Board meetings, committee meetings and events, and other ad hoc or standing committees meetings.

Travelers are requested to minimize, within reason, their expenses while attending Section or Association meetings. It is requested that the traveler or traveler's employer help by paying expenses at all Association or Section meetings. If payment of all expenses is not possible, the Section will share in the expenses as described in this policy. If the traveler or traveler's employer is unable to share any cost, the Section will reimburse expenses as described in this policy.

Anticipated travel expenses must be identified and submitted to the Secretary/Treasurer for approval by the Board during the annual budgeting process. (See the Budget and Event Reporting Policy.) Reimbursement for these approved travel expenses may be obtained from the Secretary/Treasurer, as described below. Non-budgeted travel expenses will generally not be approved. Approval of non-budgeted travel costs is required by a vote of the Governing Board.

The following are meetings and functions that have been approved for travel reimbursement over the years; however, volunteers cannot assume budget will be provided every year for reimbursement of these events. The Section's travel budget for these events must be developed annually. Travel reimbursement will only be provided if the volunteer or volunteer's employer will not provide reimbursement.

- a. AWWA Regional Meeting of Section Officers (RMSO) – Typically, the Section will reimburse transportation for participating Governing Board members.

- b. AWWA Summer Workshop – Typically, the Section will reimburse hotel for participating Governing Board members but may also include Committee Chairs.
- c. AWWA Annual Conference and Exposition (ACE) – Typically, the Section will reimburse transportation, hotel and registration for RMSAWWA Chair. The Section will also reimburse travel and hotel for the RMSAWWA Chair-Elect. The Chair-Elect should use the one complimentary registration provided by the Association.
- d. NMIC Annual Water Week Luncheon - Typically, the Section will reimburse transportation, hotel and meals for RMSAWWA Vice-Chair.
- e. RMSAWWA Winter Governing Board Meeting – On occasion, the Section may reimburse hotel costs to encourage attendance, participation and recognize the value that Board members and/or Committee Chairs bring to the organization.
- f. RMSAWWA Summer Governing Board Meeting - On occasion, the Section may reimburse hotel costs to encourage attendance, participation and recognize the value that Board members and/or Committee Chairs bring to the organization.

Reimbursement Procedures

After incurring the reimbursable expenses, the traveler shall submit an Event Report/ Reimbursement Form to the Secretary/Treasurer. A copy of this form is attached to the Budget and Event Reporting Policy.

1. Each reimbursable expenditure shall be listed on the form.
2. All applicable receipts shall be attached to the form. Any unusual expenditure requires an explanation, as well as a receipt.
3. The Section will reimburse previously approved (budgeted) expenses upon receiving a properly completed reimbursement form. Previously approved (budgeted) expenses that are actual, reasonable and necessary will be reimbursed. Failure to properly submit expenses within sixty (60) days will result in non-reimbursement of expenses.

Travel Procedures

The traveler shall obtain the most cost-effective travel arrangements possible. The lowest available transportation fare and total of reimbursable expenses must be used.

Although there is no requirement to do so, the traveler may use the Association's official travel agency, Travel and Transport in Denver at 303-427-4686 or 1-866-481-4040.

1. Travelers shall purchase the lowest applicable fare or rate possible.
2. When automobile travel is the best means of transportation to an out-of-town destination, expenses will be reimbursed at the current IRS mileage allowance. If a traveler elects to use a personal automobile in lieu of air transportation, reimbursement shall not exceed the cost of

air travel as presented above in this policy. Travelers are required to properly insure their personal vehicles and are responsible for any claims or damages that may result. Volunteer's vehicles are not covered by the Association's insurance.

3. Ground transportation from airport to accommodations should be utilized in the following order:
 - Complimentary hotel shuttle when available.
 - Commercial shuttle when available.
 - Taxi with other attending the same meeting when possible.
 - Taxi alone, only as a last resort.
4. Rental cars will only be reimbursed when costs become prohibitive for taxi use or public transportation, and prior approval has been received. The least expensive car to fulfill business needs should be rented. Receipts must accompany all rental car charges, including gas. A corporate rate discount must always be requested. Insurance is provided through the Association, so rental agency collision and liability damage waiver payments are not reimbursable expenses. Traffic or parking violations while using a rental car on Association business are not reimbursable.
5. Lodging arrangements for Association meetings should be made with the Association meeting planner. Lodging arrangements for travelers on official Section business may be guaranteed for late arrival; however, cancellation of rooms must be made with adequate time to avoid "no-show" penalties.
6. Actual, reasonable costs for meals will be reimbursed when applicable. Reimbursement must be documented by a receipt, and may include a 15 percent gratuity. In general, the Section will only reimburse travelers who are on official Section business for meals. This does not include spouses or other guests who are not on official RMSAWWA business. On a case-by-case basis, the Section Chair may authorize the Section to cover spouses meal expenses to encourage participation and recognize the value the volunteers bring to the organization.
7. Incidentals
 - a. Reimbursable expenses include the following:
 - Reasonable porter services.
 - Tolls and parking for reimbursable personal and rental cars.
 - b. Non-reimbursable expenses include the following:
 - In-room movies or internet access.
 - In-flight meals, snacks, or beverages (alcoholic or non-alcoholic), earphones, TV service, movie rentals, or Wi-Fi access.
 - Life and accident insurance.
 - Additional travel insurance beyond that available through the traveler's credit card.
8. Entertainment is not an authorized expenditure for travelers on official Section business.