



## **WATER FOR PEOPLE SITE VISIT POLICY**

**Issue Date:** July 2003

**Revision Date:** September 2004

**Revision Date:** June 5, 2009

### **Purpose**

Water for People (WFP) offers opportunities for people to participate in its programs, including Country Tours and World Water Corps trips. Country Tours give participants a first-hand look at the work that Water for People supports. The Water Corps program provides a means for volunteers to have direct involvement in evaluating the condition of existing installations conducting needs assessments in new locations.

The purpose of this policy is to define the requirements for financial support by the Rocky Mountain Section of the American Water Works Association (RMSAWWA or Section) for a WFP project site visit.

### **Policy**

During the annual budgeting process, the WFP Committee will submit to the RMSAWWA Governing Board a request for support including a description of the project(s) to be visited, the names of the participant(s), a travel schedule, and a proposed budget for each visit.

Reimbursement of travel expenses is contingent upon the allocation of funds during the budgeting process and the availability of said funds at the time of the reimbursement request. Normally, financial support by the Section is limited to the cost of round-trip travel to the project site.

The following criteria must be met/agreed to in order to be eligible for reimbursement:

1. Membership in AWWA and the WFP Committee.
2. Completion of the appropriate reimbursement form, including copies of all relevant travel receipts. Funds will only be distributed after the participant has completed the trip.
3. A brief presentation of the trip shall be made to the RMSAWWA Governing Board as well as to the WFP committee, within two months of returning home. Presentations may also be requested to be made at the Joint Annual Conference, WFP Theme Dinner, or other RMSAWWA meetings, as appropriate.
4. A summary report produced at the end of the trip shall be forwarded to the RMSAWWA Secretary for distribution to the RMSAWWA Governing Board and inclusion in the Section's Annual Report.

In addition, RMSAWWA will have discretion, with input from WFP Committee Chair, as to the specific amount of money to be provided to each participant. Factors that may influence the specific amount of reimbursement include:

1. Number of years of AWWA membership.
2. Level of participation in the WFP Committee (i.e., past/present positions held).
3. Overall cost of the trip.