

NJAWWA Volunteer Travel
Policy/Guidelines

SUBJECT: Volunteer Travel & Reimbursement Guidelines

PURPOSE

The purpose of this policy is to define consistent travel practice, and provide guidelines for volunteers traveling for NJAWWA-related activities.

POLICY

Volunteers who travel in conjunction with NJAWWA activities may be reimbursed for actual, reasonable, and necessary expenses. Expenses must be limited to that which is required to complete the assignment in an acceptable manner.

SCOPE

This policy applies to volunteers traveling in conjunction with NJAWWA activities. Such activities include committee or task force meetings, and AWWA Meetings/Functions, including Regional Officers Meetings, AWWA Summer Leadership Summit, and AWWA Annual Conference & Expo.

This document covers most aspects of Section policy for business travel. As with any set of procedures, exceptions are expected. Request for such exceptions must be made in writing before the trip commences (emergency situations will be considered on an individual basis). Unusual circumstances or expenditures that may be required must be discussed with Trustee Liaisons, and approved by the Board.

ASSOCIATION/TRAVELER RESPONSIBILITY

1. The one overriding principle is that volunteers are requested to minimize, within reason, the expenses incurred in meeting attendance.
 - a. Employers that help NJAWWA by paying your expenses (tax deductible) for NJAWWA meetings/activities are always appreciated.

2. Traveler's Responsibility

The traveler should submit a standard expense report to the Secretary-Treasurer within 15 working days after the activity. **Original receipts** must be attached. A copy of the itinerary is not an adequate substitute. The original airline ticket receipt must be submitted.

3. Reimbursement Policy

NJAWWA will reimburse expenses that are actual, reasonable, and necessary. Airfare will be reimbursed only at the lowest (advance purchase) rates unless an exception is authorized by the Secretary-Treasurer.

PROCEDURES

1. NJAWWA Expense Report

- a. Expense reports are to be completed by the traveler and approved by the NJAWWA Secretary-Treasurer. NJAWWA will pay approved expenses within 15 working days after receiving a properly completed expense report form. Failure to attach required receipts will result in delay of processing.
- b. Each expenditure, cash or credit, is to be listed. All applicable, original receipts are to be attached.
- c. International Travel: In instances of travel outside the United States, the traveler should submit receipts that reflect conversion to U.S. funds/amounts. If paid with credit card, traveler may write in on the receipt the converted amount shown on their credit card statement; if not paid credit card statement, the traveler should calculate the U.S. funds using the most current currency exchange rate(s).

TRAVEL PROCEDURES

1. Ground Travel

a. Personal Automobiles: Out-of- Town Use

When auto travel is the best means of transportation to an out-of-town destination, expenses may be reimbursed at the IRS mileage allowance. If a volunteer elects to use a personal automobile in lieu of air transportation, reimbursement will only extend to the cost of air travel as presented elsewhere in this policy. The IRS mileage allowance is available for personal auto use at the business destination. Volunteers are required to properly insure personal vehicles and are not covered by the Association's insurance.

b. Ground transportation should be utilized in the following order:

- 1) Use complimentary hotel shuttle when available.
- 2) Use commercial shuttle when available.
- 3) Use taxi with others attending the same meeting when possible.
- 4) Use taxi alone as last resort. Provide receipt.

c. Auto Rental: Rental cars will only be reimbursed when mileage becomes prohibitive for taxi use or public transportation, and prior approval has been received. Reimbursement for rental car will not exceed least-cost alternative under 1. b1-b4. The least expensive car to fulfill business needs should be rented. Receipts must accompany all rental car charges, including any gas or oil charges. A corporate rate discount must always be requested. Traffic or parking violations while using a rental car on NJAWWA business are not reimbursable. Insurance is provided through AWWA, so rental agency collision and liability damages waiver payments are not reimbursable expenses.

d. Accidents: If a traveler is involved in an accident in a rental car, all forms required by the rental agency should be completed. If a traveler is involved in an accident in a personal car, the cost involved for damages or claims is the traveler's responsibility.

2. Accommodations

- a. Lodging arrangements should be made by the individual traveler, unless otherwise advised by NJAWWA. When making arrangements for lodging, volunteers should endeavor to find reasonably-priced accommodations within NJAWWA- or AWWA-blocked hotels. Lodging arrangements for some NJAWWA activities and AWWA events may be made by the Section Manager.
- b. Lodging cancellations: NJAWWA is required to guarantee payment for all "no show" reservations. Unless otherwise notified by NJAWWA, the traveler should assume the cancellation deadline for hotel rooms is 72 hours. The traveler is responsible for canceling the reservation. All no show charges must be paid by the traveler unless there is a reasonable explanation.

3. Meals

- a. Actual, reasonable cost for meals will be reimbursed. Reimbursement must be documented by a receipt and may include a 15% gratuity.
- b. NJAWWA will reimburse volunteers for meals for themselves and other volunteers on approved NJAWWA activities only. This does not include spouses or other guests who are not on official NJAWWA business.

4. Incidentals

- a. Nonreimbursable expenses are those which are not authorized. These include: in-room movies; in-flight alcoholic beverages, earphone and movie rentals; life and additional travel insurance beyond that routinely available through the traveler's credit card. (If the traveler is using a complimentary airline ticket, additional insurance equal to that routinely available through the traveler's credit card not to exceed \$250,000 may be purchased and reimbursed.) Also not reimbursed are alcoholic beverages, except when served as part of an NJAWWA function or as part of a meal sponsored by NJAWWA.
- c. Reimbursable expenses include:
 - 1) Reasonable porter services.
 - 2) Tolls and parking for reimbursable personal and rental cars.
 - 3) Any telephone charges incurred for NJAWWA business.
 - 4) One personal call per day limited to no more than 15 minutes.

5. Entertainment is not an authorized expenditure for volunteers on official NJAWWA business.

6. Combined Business and Personal Trips: Only business expenses will be reimbursed.