

S. TRAVEL POLICY

1. PURPOSE

Volunteers of the Virginia Section of American Water Works Association (VA AWWA) 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.

2. POLICY

VAAWWA volunteers (or travelers) who travel in conjunction with approved Association or Section meetings may be reimbursed for actual, reasonable, and necessary expenses. The approved meetings include meetings listed under the Scope section on this document. Ad hoc and working committees are required to use other business meeting mechanisms (conference calls, telecommunications, etc.), unless a face-to-face meeting is authorized for reimbursement by the VAAWWA Board.

This document covers most aspects of Section's Travel 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). Authorization for unusual circumstances or expenditures is required from appropriate Trustee, if applicable, with final approval from the VA AWWA Board.

3. VAAWWA/TRAVELER RESPONSIBILITY

a. Volunteer Business Travel

- i. Travelers are requested to minimize, within reason, their expenses while attending Section or Association meetings.
- ii. It is requested that traveler or traveler's employer help VA AWWA by paying expenses at all Association or Section meetings.
- iii. If the traveler or traveler's employer are unable to assume full expense for traveler's participation due to the number of meetings attended or other circumstances, then VA AWWA may share those expenses with the traveler, as outlined under "Scope" in this policy.
- iv. Anticipated travel expenses by Board members, Committee Chairs and other volunteers must be identified and submitted to the Treasurer for approval by the Board during the annual budgeting process. Non-budgeted travel expenses will generally not be approved. Approval of non-budgeted travel costs will require approval by the Board of VA AWWA.

b. Traveler's Responsibility

- i. The traveler should submit a standard expense report to the VA AWWA Executive Manager within 30 working days of the travel event. Receipts for air travel, hotel, and other costs must be attached. A copy of the itinerary is not an adequate substitute. The original airline ticket receipt must be submitted.

c. Reimbursement Policy

- i. The travel policy for VA AWWA will be administered by the Executive Manager. VA AWWA will reimburse expenses that are actual, reasonable, and necessary.
- ii. The lower of the automobile mileage charge (using the latest IRS approved mileage reimbursement rate) or airfare (advance purchase) will be reimbursed unless an exception is authorized by the VA AWWA Board. Tickets purchased with personal airline miles are not reimbursable. VA AWWA is responsible for paying all approved expenses within 10 working days after receiving a properly completed expense report form. Failure to attach required receipts will result in delay of processing.
- iii. Expenses judged unreasonable by the Executive Manager and Treasurer will not be reimbursed. Disputed reimbursements may be petitioned to the Board and the decision of the Board is final. It is understood that exceptions to this policy will occasionally be required due to unique circumstances. However, exceptions must be approved by the Board prior to travel.
- iv. Reimbursement of travel request by retired current Committee Chairs and retired current Board members is covered by the Section Retiree Policy.

4. SCOPE

The following are meetings and functions that are 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.

- AWWA Regional Meeting of Section Officers (RMSO) – All Board members are encouraged to attend the RMSO. Subject to available funding, the Section will financially support the following Board members' attendance at RMSO. If funding is not available to fully fund all attendees, the Board will determine funding on a case by case basis:
 - Chair Elect
 - Chair
 - Secretary
 - Treasurer
 - Section Director
 - First Year Trustees
 - Executive Manager
- AWWA Summer Workshop – All Board members are encouraged to attend the AWWA Summer Workshop. Subject to available funding, the Section will financially support the following Board members' attendance at the Workshop. If funding is not available to fully fund all attendees, the Board will determine funding on a case by case basis:
 - Chair Elect
 - Chair
 - Secretary
 - Treasurer
 - Executive Manager
- VAAWWA Board Meetings – The Board members who must travel more than 100 miles one way from their home office to attend the VAAWWA Board meeting, may be reimbursed for one night

of lodging prior to the Board meeting. Transportation costs will not be reimbursed. Lodging expenses are not eligible for reimbursement for any board meetings associated with the annual conference.

- Director's meetings – This includes the Association Board meeting prior to the Annual Conference. The expenses for the Association Winter Board meeting are covered by the Association in accordance with the Association Travel Policy.
- Membership Summit – The Trustee whose Council includes the Membership Committee and one Membership Committee representative are encouraged to attend the Membership Summit. The Section will financially support the attendance, subject to anticipated available funding.

5. TRAVEL PROCEDURES

a. Ground Travel

- i. Personal Automobiles: Local Use (distance of less than 100 miles one way from the individual's office location)
 - a) Reimbursement will not be made for local use of personal automobiles.
- ii. Personal Automobiles: Out-of-Town Use (distance of greater than 100 miles one way from the individual's office location)
 - a) 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 VA AWWA's insurance.

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

- i. Use complimentary hotel shuttle when available.
- ii. Use commercial shuttle when available.
- iii. Use taxi with others attending the same meeting when possible.
- iv. Use taxi alone as last resort.

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. 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 VA AWWA business are not reimbursable. Insurance is NOT provided through VA AWWA, so rental agency collision and liability damages waiver payments are responsibility of the traveler.

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.

e. Accommodations

- i. Lodging arrangements may be made by the Board member with pre-approval of the Executive Manager for destinations exceeding 150 miles for single day events and 75 miles for multiple day events from the traveler's official work location or home.
- i. Lodging arrangements for volunteers on official VA AWWA business must be made by the traveler. The least expensive lodging to fulfill business needs should be selected.
- ii. In cases of an event that provides a room block, volunteers are requested to use the hotel venue.
- iii. Volunteers are held responsible for any no-show penalties unless an emergency arises.
- iv. Gift of appreciation in situations where the traveler opts to stay with friends/family are personal expenses and are not reimbursable

f. Meals

- i. Actual, reasonable cost for meals will be reimbursed. Reimbursement must be documented by a receipt but may include an 18% gratuity.
- ii. VAAWWA will reimburse travelers for meals for themselves and other approved travelers on official VAAWWA business only. This does not include spouses or other guests who are not on official VAAWWA business.
- iii. Group meals paid by VAAWWA staff are the business benefit of VAAWWA. Other guests may be invited only after authorization from the senior Board member present.
- iv. Meal reimbursements will not be approved for meals that are provided as part of the event.

g. Incidentals

- i. Non-reimbursable expenses are those that are not authorized. These include: in-room movies; inflight alcoholic beverages, earphone and movie rentals; life and additional travel insurance beyond that routinely available through the traveler's credit card. Also not reimbursed are alcoholic beverages, except when served as part of a VAAWWA function or as part of a meal sponsored by VAAWWA. Only the cost of beer and wine will be reimbursed; any other alcoholic beverage will be the volunteer's personal expense.
- ii. Reimbursable expenses include:
 - a) Reasonable porter services.
 - b) Airline baggage fees.
 - c) Tolls and parking for reimbursable personal and rental cars.
 - d) Lodging internet fees.
- iii. Entertainment is not an authorized expenditure for volunteers on official VAAWWA business.
- iv. Vacations - Combined Business and Personal Trips: Only business expenses will be reimbursed.