

IRWA Chapter 4 Travel Guidelines

(July 7, 2011)

The purpose of these travel guidelines is to provide the framework for Chapter 4 representatives to use when planning travel on behalf of the Chapter. The goal is to help defray part of the travel expenses incurred in the service of Chapter 4. Representatives traveling on behalf of Chapter 4 have the responsibility to seek the most economical travel options available whenever possible.

Chapter will pay:

1. Registration for event
2. Lodging (2 nights for 1 day event, 3 nights for 2 day event, if necessary, etc.)
3. Travel expenses:
 - Airfare; or vehicle mileage at the current IRS rate. Maximum vehicle mileage reimbursement should not exceed the amount of alternative travel options. The executive board will have final say regarding disputes over reasonable travel reimbursement payments.
 - Meals - Reimbursement for meals will be at the Federal per diem rate as published on the GSA website. Reimbursement will not be paid for meals that are included at the event. Members who choose to skip event sponsored meals and eat elsewhere will not be eligible for reimbursement for that meal.
 - Transportation to and from airport/hotel if no shuttle service is available.
 - Parking (airport and/or hotel, if applicable)

Chapter member will:

1. Submit receipts to the chapter treasurer for all expenses claimed for reimbursement. Requests for reimbursement should be claimed utilizing the Business Travel Expense Statement available on the IRWA website.
2. Claim only those expenses which are necessary in conducting the chapter business.
3. Whenever possible, the member will seek prior approval for estimated travel expenses.

The executive board will have final say regarding disputes over reasonable travel reimbursement payments. These guidelines are subject to change without notice. Please check with the executive board if there is any question about reimbursement for expenses.