Section Travel Policy

Travel Expenses for Course Moderators:
Compensation will include only the following:

⇒ Mileage at the established Federal rate for use of a personally owned vehicle or economy class airfare whichever is less.
⇒ Room Accommodations
⇒ A daily Per Diem will be calculated for meals when an overnight stay is required using current federal standards. For conferences a first and last day for travel will also be allowed using current federal rates.
⇒ A stipend will be paid according to the Sections Stipend Policy.

Travel Expenses for Board Members during Conferences:
Compensation will include only the following:

⇒ Mileage at the established Federal rate for use of a personally owned vehicle or economy class airfare whichever is less.
⇒ Room Accommodations, if member lives more than 2 hours from the site of the meeting and for the night prior to business meeting only.
⇒ A daily Per Diem will be calculated for meals when an overnight stay is required using current federal standards.

Travel Expenses for Board Members for Board Meetings:
Compensation will include only the following:

⇒ Mileage at the established Federal rate for use of a personally owned vehicle or economy class airfare whichever is less.
⇒ Room Accommodations, if member lives more than 2 hours from the site of the meeting.
⇒ A daily Per Diem will be calculated for meals when an overnight stay is required using current federal standards.
Travel Expenses for International Conferences:

The Southwestern Section will reimburse in full, for attendance by designated board members when funds permit.

Compensation will include only the following:

- Registration Fees for attendance to the International Conference & all associated events
- Mileage at the established Federal rate for use of a personally owned vehicle or economy class airfare whichever is less.
- Room Accommodations
- A daily Per Diem will be calculated for meals when an overnight stay is required using current federal standards. For conferences a first and last day for travel will also be allowed using current federal rates.

*Receipts for travel are required for reimbursement, with the exception of meals and incidentals*

** Travel advance payment requests shall be approved by the Section President**

***Any meal provided by the conference registration Fees or by the Section during a conference or meeting will be deducted from the Per Diem (ex: lunches provided during conference means you cannot claim lunch for each day the lunch was provided.)***

**** Rental cars are typically NOT reimbursed by the Southwestern section. Unique circumstances may be referred to the Section President, who will present it to the Executive Committee for their approval****

APPROVED 11/9/2018