

ARMA HOUSTON TRAVEL EXPENSE GUIDELINES

Claiming reimbursement of expenses

1. Expense reimbursement forms for all expenses are required to be submitted within 45 days of the date the expense was incurred. Unless otherwise approved by the President, reimbursement for expenses over 45 days old will not be made.
2. Receipts are required for all expenses, with the exception of:
 - (a) Tips made in cash
 - (b) Meals paid in cash that do not exceed \$15
3. A detailed description of the expense is required when no receipt is submitted.

Approving expenses

1. The appropriate ARMA Houston Board member is responsible for advance authorization and approval of expenses that are within the bounds of the approved budget of the Chapter.
2. Advance authorization of travel expenses for ARMA Houston Board members will be via an approved Board resolution.

Combining ARMA Houston travel with other travel

1. Any increase in travel costs that results from combining official ARMA Houston travel with personal or company travel (i.e., non ARMA Houston business), is to be paid by the Traveler.

Changing travel plans

1. Travelers will not be reimbursed for any charge to change an airline flight reservation, hotel guarantee or other penalty unless it is a direct result in a change in the Traveler's schedule by request of ARMA Houston, or is directly related to a personal or family emergency.
2. Changes to travel plans due to circumstances beyond the Traveler's control, including but not limited to weather, mechanical breakdowns of third party transportation, disruption of transportation systems, etc., which result in expense to the Traveler will be reimbursed.

Charges, fees and taxes

1. ARMA Houston is not responsible for lost or stolen baggage or other items while the Traveler is traveling on ARMA Houston business. ARMA Houston will not

reimburse the Traveler for insurance deductibles or other costs incurred, with the exception of limited sundries and medically necessary medications and prescriptions.

2. ARMA Houston will reimburse baggage fees when charged by the airlines for the first checked bag. Excess baggage or oversize baggage charges will not be reimbursed, except when the Traveler is carrying excess baggage at the direction of ARMA Houston (i.e., brochures, handouts, equipment, etc.).
3. ARMA Houston will not reimburse Customs Duties unless such Duties are incurred by the conveyance of ARMA Houston property or goods for sale.
4. Taxes directly related to official ARMA Houston travel, including, but not limited to airport taxes, entry and exit taxes, etc. are reimbursable.

Booking travel

1. Travelers should make their own transportation arrangements. The most preferable method is to make the reservation online directly with the airline (no up charge) or with an online service such as Expedia, Travelocity, etc. (minimal up charge). If the Traveler can obtain lower fares via the employer's travel agency, where permissible, the Traveler should utilize that option for reservations. Full service travel agents may be used. Travelers should understand that travel agents generally charge a service or booking fee. Consideration should be given to utilizing travel agents with 24 hour availability for emergencies.
2. Travelers with higher level frequent flyer status generally obtain special reservation numbers to expedite travel arrangements and emergency changes. Note that most airlines now charge for reservations made by phone.
3. Reimbursement for transportation will be permitted only for common carriers. Although the selection of the mode of transportation is at the Traveler's discretion, the cost of the selected mode should not exceed the cost of air transportation between home and destination.

Air transportation

1. Travelers should make their own air travel reservations. The reservation should be made early enough to qualify for the lowest possible coach fare and preferably at least 30 days prior to the date of travel, whenever reasonable.
2. Frequent flyer program benefits must in no way influence flight selection when significantly lower fares are available on comparable airlines at comparable times.
3. ARMA Houston will not pay for upgradeable airfare if a lower coach fare is available. Travelers will not be reimbursed for any upgrade related expenses.

4. When applicable, Saturday night or other additional night stays may be considered when the airfare savings exceeds reasonable and usual business expenses (lodging and meals). If the additional hotel and meal costs do not offset the airfare savings, the Traveler will be required to reimburse ARMA Houston for the additional costs.

Airport transfers and parking

1. Travelers are required to use the most economical transportation services. ARMA Houston may arrange local transportation in the city where an ARMA Houston sponsored event is being held. Travelers will not be reimbursed for alternative means of transport unless the ARMA Houston arranged transportation is unavailable.

2. Transportation to or from the Traveler's home and the airport is reimbursable. Travelers should consider the cost of airport parking against airport shuttles, taxi, private car or limousine services. In general, Travelers are expected to use good judgment in selecting airport transportation, taking into account departure and arrival times, personal safety, and less costly options. When using private car or limousine services, Travelers are expected to opt for shared rides unless unavailable.

3. Airport parking charges are also reimbursable. Again, Travelers should take into account less costly options, including long term parking lots, off-airport locations, etc. Guiding principles should include departure and arrival times and safety. Extremely costly airport parking services (valet versus self-park) and ancillary services (car washes, oil change services, etc.) are not reimbursable.

Rental cars

1. In general, rental cars are not reimbursable when alternate means of transportation are available or have otherwise been arranged by ARMA Houston.

2. Most credit cards provide minimal insurance coverage for rental cars. In addition, some personal auto insurance policies provide coverage for rental cars. In most instances, additional insurance coverage from the rental car company is not required. However, the Traveler is obligated to ensure that adequate insurance coverage has been obtained.

3. When considering rental car use, the Traveler must also consider related parking fees and the cost of fuel and tolls.

5. Travelers should avoid "discount" car rental companies as these companies tend to go over a returned vehicle with a fine tooth comb and claim every small bit of damage against the driver's insurance, particularly when the driver has not purchased insurance from the rental car company.

Use of personal vehicles

1. Travel by personal car in lieu of commercial airlines is allowed if mileage reimbursement would not exceed the lowest available airfare normally utilized. The rate for mileage reimbursement will be the current rate set by the Internal Revenue Service as the "Standard Business Mileage Rate". The Traveler will be reimbursed to a maximum of the airfare, plus normally incurred airport transportation or airport parking, as appropriate, at each end of the Traveler's itinerary.

Tolls, parking, fuel, parking and moving violations

1. Tolls and parking expenses are reimbursable for Travelers using rental cars or their personal vehicles. Fuel is reimbursable for rental cars only.
2. Parking and moving violations charges are not reimbursable. Penalties incurred by using electronic toll collection lanes without the appropriate transponder will not be reimbursed.

Lodging

1. If lodging at an ARMA Houston event is arranged by ARMA Houston, Travelers must utilize the lodging arrangements provided by ARMA Houston. In most instances the cost of lodging will be submitted to a master bill and the Traveler will be responsible for incidentals. Travelers may not be released from the master bill. In general, ARMA Houston will pay for lodging from the night prior to the beginning of the event or meeting through and including the night of the last day of the meeting or event. For certain events, Travelers will be advised of the number of nights of lodging that will be provided or reimbursed by ARMA Houston. Where possible, Travelers should seek to minimize the number of nights of lodging required. However, Travelers should make every attempt to arrive far enough in advance of the meeting or event so that unexpected travel delays will not jeopardize their contributions to the meeting or event. In addition Travelers should schedule return transportation in a manner which does not cut short their attendance at the meeting or event.

2. Travelers attending other conferences or events as a representative of ARMA Houston should utilize hotels recommended by the event organizer. For all other lodging choices, Travelers should obtain reasonable accommodations taking into account safety, travel distance to the ultimate destination, cost of transportation, availability of meals, etc. Frequent stay programs should not affect hotel selection.

Meals

1. Meals and beverages will be reimbursed up to a total of US\$75 per day. This amount is not to be seen as a per diem or a daily entitlement. Rather it is intended to set a reasonable guideline for assuring that Travelers are able to be reimbursed for meals appropriately during their travel. Certain travel markets may require a greater daily

expense, but Travelers are urged to make every effort to stay within the following meal guidelines:

Breakfast:	\$15	
Lunch:	\$20	Itemized receipt required
Dinner:	\$40	Itemized receipt required

2. Within the daily reimbursement limit, ARMA Houston will reimburse the cost of non-alcoholic beverages only that are consumed as incidental to a meal during the course of travel relating to official ARMA Houston business.

3. In instances where meals are provided by the ARMA Houston, or considered part of the hotel room rate, or otherwise not needed during travel, the daily maximum will be adjusted accordingly. The intent of this statement is to ensure that the Chapter is not paying for a meal in addition to a meal cost that has already been accounted for during a meeting or other event.

4. Room service expenses are reimbursable, within the daily meal reimbursement limit. Travelers should use discretion in utilizing room service and carefully review the check that is presented. In many cases a gratuity is included in the charges and no additional gratuity needs to be added.

5. Expense reimbursements for meals purchased by the Traveler for others must include the full name(s) of all persons, their affiliation (if not apparent), and the purpose of the expense (if not apparent). Travelers should use extreme discretion in purchasing meals for others and be prepared to provide a business justification.

Incidentals

1. Incidental expenses will not be reimbursed. Such expenses include, but are not limited to:

- Mini-bar charges
- In-room movies or other entertainment charges (including charges for headphones on airline flights)
- Purchases at a hotel or airport gift shop
- ATM fees for domestic travel
- Expenses directly relating to individuals who are not authorized to travel on ARMA business and are not party to business with ARMA International

Frequent flyer miles, frequent stay points, other frequent traveler and travel points programs

1. All credits obtained by Traveler in the course of official ARMA Houston business travel are the property of the Traveler. Travelers should not select an airline or a hotel solely on the basis of program affinity.

2. At the Traveler's discretion, the Traveler's miles or points may be used for upgrades, free travel, or free hotel stays. These benefits may be used in conjunction with ARMA Houston travel and may be used to extend travel or otherwise leverage ARMA Houston business travel, to the extent that the use of such miles or points do not increase the Association's expenses. Travelers who use their own miles or points in lieu of ARMA Houston reimbursement for permitted travel will not be reimbursed for such use.

Valet laundry

1. Reimbursement for hotel laundry (valet) services is not reimbursable except for necessary laundering services on trips of over five nights' stay (or consecutive trips – trips with less than 48 hours at home between arrival and departure – cumulatively totaling five nights or more), and then only to a maximum of US\$50 per trip.

Airline Clubs

2. Reimbursement of airline club expenses, either annual or day passes, is not allowed.

Insurance

1. Obtaining flight insurance, including, but not limited to supplemental life insurance, lost luggage insurance, trip protection insurance, etc., is at the option of the Traveler and is not reimbursable. Traveler should review the terms and conditions of insurance coverage provided by the credit card company and/or homeowner's insurance policy as an automatic option for this sort of coverage. In addition, international air travel provides certain standards for airline reimbursement for lost luggage.

2. Medical insurance for international travel is covered and reimbursable. Medical insurance for Travelers is intended for short-term coverage during the period of time the Traveler is on official ARMA business and such insurance is not available as part of the Traveler's normal medical insurance coverage.

3. Emergency Medical Evacuation insurance, as a separate policy, is not reimbursable for travel within Canada and the United States. It is the Traveler's responsibility to purchase this medical coverage when needed. If the Traveler will regularly need this coverage during the course of a year and an annual policy is less expensive than individual short term policies, the Traveler may purchase an annual coverage plan.

International currency exchange

1. When traveling internationally, Travelers may claim expenses inclusive of fees for currency exchange and ATM charges. Travelers are encouraged to make purchases using credit cards whenever possible.

Internet Charges

1. Internet usage charges in hotels may be submitted for reimbursement. Internet usage charges incurred elsewhere (at Internet cafes, at airports, etc.) during the course of travel may be submitted for reimbursement. Where high speed Internet is not available and the Traveler must use a modem to connect, the cost of the modem connection is reimbursable, although Travelers are cautioned to limit the use of modem connections and terminate the connection as quickly as possible to reduce the expense.
2. Whenever possible, Travelers should make use of free Internet access services.

Telephone Charges

1. In general, hotels charge considerably more than the average cost of a telephone call. Hotel telephone charges are not reimbursable.