

## **WEASC Officer/ Volunteer Leader Travel Policy**

Volunteer Leaders/ Officers/Delegates of the Water Environment Association of South Carolina who receive financial support from the Association(s) for travel and/or related activities to parent organization conferences or sanctioned meetings will abide by the following policy:

Allocation of travel funds will be in the form of reimbursement upon provision of original and complete receipts. Reimbursement is allowed for transportation to and from venue (plane, train, etc.), mileage allowance if driving (current IRS rate), and ground transportation to and from point of arrival/departure to lodging facility (example: taxi from airport to hotel) up to the amount in the approved annual operating budget. Reimbursement for additional expenses within the budgeted amount will be at the discretion of the Executive Committee upon request. Lodging will be reimbursed for duration of appropriate conference days only, plus reasonable arrival and departure allowance. Reimbursement priority is as follows: Transportation to and from venue, lodging, ground transportation.

It is the responsibility of the Volunteer Leader/ Officer/Delegate to obtain any documents necessary for travel (passport, visa, et.) and that expenses for such items are not reimbursable.

The Volunteer Leader/Officer/Delegate is representing the WEASC by and during their attendance at the event, and must abide by all appropriate Association policies while participating in this capacity.

Fund recipients must read and sign the appropriate Travel Agreement and Waiver prior to embarking on their trip and before reimbursement for appropriate expenses is requested and/or disbursed.