

January 28, 2019

WEASC and SCAWWA Travel Reimbursement

Guidelines for Volunteers and Officers

General Statement

The Water Environment Association of South Carolina (WEASC) and South Carolina American Water Works Association (SCAWWA) expects that volunteers and staff representing the Associations on authorized travel will conduct Association business with integrity, in compliance with applicable laws and regulations, and in a manner that excludes consideration of personal advantage. Association Travelers will be reimbursed for documented expenses that are incurred and authorized by these guidelines and within the approved budget. All Association Travelers are expected to adhere to the following principles of this policy:

- Prior to traveling, the Association Traveler should confirm travel monies are allocated in the budget for the level of office currently held, and the amount of monies allocated in the budget for travel to the specific event.
- Documented reasonable expenses for approved travel will be reimbursed by the Association, except when the travel is subsidized either in whole or in part by others.
- Association Travelers are expected to make cost-effective choices for transportation, accommodations, meals, fees, tips, and incidentals.
- Association Travelers are required to submit travel expenses for reimbursement to the Association office, along with original receipts, no later than 60 days following completion of each trip.

Reimbursable Expenses

Air Transportation

Association Travelers are expected to make travel arrangements well in advance of the travel dates to obtain the lowest reasonably available discount fare.

The highest authorized fare class is coach/economy. If a higher class is used, reimbursement will be for coach/economy class fare only.

Subsistence costs (hotel and meals) will be reimbursed for reasonable arrival and departure times before official functions begin and end.

Extending travel time to obtain discount air fares, with resulting subsistence (hotel and meals) expenses will be reimbursed, so long as the total trip expense is reduced using discounted fares. The expense reimbursement documentation must include the comparative fare differences.

Ground Transportation

Train - Coach class or the equivalent is authorized. Sleeper cars are authorized for trips requiring overnight travel.

Personal Automobile - Expenses will be reimbursed at the current rate per mile established by the U.S. GSA or an equivalent accepted guideline in other countries; this rate per mile includes gasoline, repairs, and all other operating expenses.

Rental Car – Rental cars are authorized only in circumstances where public transportation is not available or when the cost of public transportation would exceed the cost of a rental car.

Taxi/Uber/Lyft – Taxi and ride-share services may be reimbursed where such transportation is necessary.

Lodging

No per diem is specified for lodging expenses, however the traveler is expected to make cost-effective lodging choices. GSA rates may be used as general guidelines, but significant flexibility is allowed given specific travel conditions. For example, if the host hotel is over the GSA rate but other options are limited or not practical, the actual cost of the host hotel is allowable for reimbursement.

Meals

No per diem is specified for meal expenses, however the traveler is expected to make cost-effective meal choices. Alcohol reimbursement is limited up to two drinks per day.

Non-Reimbursable Expenses

Expenses will not be reimbursed for:

- Spouse/Significant Other Travel – Costs for a spouse or significant other traveling with an Association traveler shall not be eligible for reimbursement.
- Airline executive club memberships
- Cost of personal credit cards

- Fines incurred while traveling
- Duties and other customs charges for personal property
- Passport, visa

Reporting and Approving Expenses

- **Travel Expense Reimbursement Report Form**

Upon completion of an approved trip, the Association Traveler is responsible for submitting the appropriate ravel Expense Reimbursement Form within 60 days.

All expenses must be fully documented and accompanied by original receipts.

- **Items Not Specifically Addressed**

Any incurred travel expense not specifically covered by this travel policy should be submitted with an explanation and full documentation of expenses. The request will be considered based on a common-sense approach to the intent of this policy and budgetary impact of the request.

3) Conditions for Association Travel and Reimbursement

By agreeing to travel for the Association, the traveler understands and agrees that any financial support from the Association(s) for travel and/or related activities to parent organization conferences or sanctioned meetings will be in the form of reimbursement upon provision of original and complete receipts. Any travel or activity in which an Association Traveler participates as a representative of the Association involves certain risks (some of which may not be fully evident) and that injuries, death, property damage or other harm could occur to themselves or others. Any Association Traveler must accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or result from participation in the Activity, regardless of whether or not caused in whole or in part by the negligence or other fault of the Association, its trustees, affiliates, employees, officers, agents or insurers ("Released Parties"). The traveler also must waive all claims against any of the Released Parties for any injuries, damages, losses or claims, whether known and unknown, which arise during or result from participation in the Activity.