

AWWA POLICY/PROCEDURE

SUBJECT: Volunteer Business Travel

ADOPTED DATE: January 26, 1990

REVISED DATE: January 17, 2010

APPROVED BY: AWWA Board of Directors

PURPOSE

The purpose of this policy is to define consistent travel practices, which obtain optimum balance between the Association's need for cost effectiveness and the traveler's need for service and support.

POLICY

Volunteers who travel in conjunction with AWWA assignments may be reimbursed for actual, reasonable, and necessary expenses. Because reimbursement is only for actual expenses, the use of personal airline miles to purchase airline tickets is not reimbursable. Expenses must be limited to that which is required to complete the assignment in an acceptable manner.

SCOPE

This policy applies to all volunteers traveling in conjunction with approved AWWA duties. Those approved duties include meetings of the administrative committees, councils, divisions, task forces, technical advisory workgroups, technical advisory group, regulatory committee of the Water Utility Council. Ad hoc and working committees are required to use other business meeting mechanisms (conference calls, telecommunications, etc.), unless a face-to-face meeting is authorized for reimbursed travel by the Executive Director. The officers of the Association travel under a policy established by the Executive Committee due to the frequency and nature of officer travel.

This document covers most aspects of Association policy for business travel. As with any set of procedures, exceptions are expected. Request for such exceptions must be made in writing before the trip commences (emergency situations will be considered on an individual basis). Authorization for unusual circumstances or expenditures is required from appropriate department director, if applicable, with final approval from the Deputy Executive Director.

ASSOCIATION/TRAVELER RESPONSIBILITY

1. Volunteers are requested to minimize, within reason, the expenses incurred in meeting attendance.
 - a. Volunteers and staff are required to plan meetings as economically as possible, ensuring lowest fares and hotel rates (and allowing reimbursement only at that level).
 - b. It is requested that you or your employer help AWWA by paying your expenses at all AWWA approved meetings (tax deductible).

Volunteer Business Travel

Volunteer Business Travel

- c. If you or your employer are unable to assume full expense for your participation due to the number of meetings attended or other circumstances, then AWWA may share those expenses with you, as outlined under "Scope" in this policy.
- d. If you or your employer is unable to share any cost, AWWA may reimburse expenses as outlined under "Scope" in this policy.

2. Traveler's Responsibility

The traveler should submit a standard expense report to the appropriate staff contact within 10 working days. Original receipts for accepted air travel, hotel, and other costs over \$25 must be attached, except taxi cab receipts must be submitted for charges over \$10. A copy of the itinerary is not an adequate substitute. The original airline ticket receipt must be submitted. Expenses submitted more than six months after the assigned trip cannot be reimbursed by AWWA.

3. Reimbursement Policy

The Association will reimburse expenses that are actual, reasonable, and necessary. Airfare will be reimbursed only at the lowest (advance purchase) rates unless an exception is authorized by the Executive Director. Tickets purchased with personal airline miles are not reimbursable. The Association is responsible for paying all approved expenses within 10 working days after receiving a properly completed expense report form. Failure to attach required receipts will result in delay of processing.

Travel to the annual conference or specialty conferences will not be reimbursed. However, if travel to the annual conference or specialty events requires the traveler to arrive earlier or stay later than would ordinarily be expected, the hotel portion for the early/late arrival or departure will be reimbursed.

Travel to division meetings held in conjunction with specialty conferences may be reimbursed. Only those expenses attributed to the division meeting may be included in the traveler's expense report.

OFFICE PROCEDURES

1. AWWA Expense Report

- a. Expense reports are to be completed by the traveler and approved by the appropriate group director. Refer to Reimbursement Policy above.
- b. Each expenditure, cash or credit, is to be listed. All applicable receipts are to be attached. Each single expenditure over \$25 shall be identified by receipt, except taxi cab receipts must be submitted for charges over \$10. Each unusual expenditure requires a receipt and explanation.

2. Travel Services

Although there is no requirement to do so, the traveler may call Travel and Transport in Denver, Colorado (303-427-4686 or toll free 866-481-4040) for assistance with travel arrangements.

TRAVEL PROCEDURES

1. Ground Travel

a. Personal Automobiles: Local Use

Reimbursement will be made for local use of personal automobiles. This includes IRS mileage allowance, parking fees, and tolls.

b. Personal Automobiles: Out-of-Town Use

When auto travel is the best means of transportation to an out-of-town destination, expenses may be reimbursed at the IRS mileage allowance. If a volunteer elects to use a personal automobile in lieu of air transportation, reimbursement will only extend to the cost of air travel as presented elsewhere in this policy. The IRS mileage allowance is available for personal auto use at the business destination. Volunteers are required to properly insure personal vehicles and are not covered by the Association's insurance.

c. Ground transportation should be utilized in the following order:

1. Use complimentary hotel shuttle when available.
2. Use commercial shuttle when available.
3. Use taxi with others attending the same meeting when possible.
4. Use taxi alone as last resort. All taxi charges in excess of \$10 must include a receipt.

d. Auto Rental: Rental cars will only be reimbursed when mileage becomes prohibitive for taxi use or public transportation, and prior approval has been received. Reimbursement for rental car will not exceed least-cost alternative under 1. c1-c4. The least expensive car to fulfill business needs should be rented. Receipts must accompany all rental car charges, including any gas or oil charges. A corporate rate discount must always be requested. Traffic or parking violations while using a rental car on Association business are not reimbursable. Insurance is provided through AWWA, so rental agency collision and liability damages waiver payments are not reimbursable expenses.

e. Accidents: If a traveler is involved in an accident in a rental car, all forms required by the rental agency should be completed. If a traveler is involved in an accident in a personal car, the cost involved for damages or claims is the traveler's responsibility.

2. Accommodations

a. Lodging arrangements for volunteers on official AWWA business will be made through the Meetings Department or the travel coordinator. In order to guarantee hotel rooms, a credit card number and expiration date will be requested from the traveler.

Volunteer Business Travel

- b. Lodging cancellations: AWWA is required to guarantee payment for all "no show" reservations. AWWA will notify the traveler of the cancellation deadline for hotel rooms, and the traveler will be responsible for canceling the reservation. All no show charges must be included and explained in the traveler's expense report.

3. Meals

- a. Actual, reasonable cost for meals will be reimbursed. Reimbursement must be documented by a receipt but may include an 18% gratuity. Staff has the flexibility to choose restaurants with reasonable rates (casual and informal).
- b. AWWA will reimburse volunteers for meals for themselves and other volunteers on official AWWA business only. This does not include spouses or other guests who are not on official AWWA business.
- c. Group meals paid by AWWA staff are the business benefit of AWWA. Other guests may be invited only after authorization from the staff member in charge. Other guests, such as spouses or friends, will be included at the expense of the inviting volunteer.

4. Incidentals

- a. Nonreimbursable expenses are those that are not authorized. These include: in-room movies; inflight alcoholic beverages, earphone and movie rentals; life and additional travel insurance beyond that routinely available through the traveler's credit card. (If the traveler is using a complimentary airline ticket, additional insurance equal to that routinely available through the traveler's credit card not to exceed \$250,000 may be purchased and reimbursed.) Also not reimbursed are alcoholic beverages, except when served as part of an AWWA function or as part of a meal sponsored by AWWA. Only the cost of beer and wine will be reimbursed; any other alcoholic beverage will be the volunteer's personal expense. As staff are normally in attendance and have pre-selected restaurants, alcoholic beverage cost limits with the meal will be self-imposed by the volunteer unit.
- b. Reimbursable expenses include:
 - Reasonable porter services.
 - Airline baggage fees.
 - Tolls and parking for reimbursable personal and rental cars.
 - Any telephone charges incurred for AWWA business.
 - One personal call per day limited to no more than 15 minutes.
 - Health insurance coverage for Canadian volunteers while on Association business.

5. Entertainment is not an authorized expenditure for volunteers on official AWWA business.

6. Vacations - Combined Business and Personal Trips: Only business expenses will be reimbursed.

