



TRAVEL POLICY

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Purpose

Volunteers of the Rocky Mountain Section of American Water Works Association (Section or RMSAWWA) travel in conjunction with Section assignments. These assignments include American Water Works Association (Association or AWWA) meetings as well as Section meetings. The purpose of this policy is to define consistent business travel practices, which obtain optimum balance between the Section's need for cost-effectiveness and the traveler's need for financial support. Section volunteers who are members of AWWA and who travel in conjunction with Section or Association meetings may be reimbursed for actual, reasonable, and necessary expenses.

Policy

This policy applies to Section volunteers traveling in conjunction with approved Section duties. Travelers are requested to minimize, within reason, their expenses while attending Section or Association meetings as described below in Cost-Effective Travel Procedures.

Known anticipated travel expenses must be identified and submitted to the Section Executive Director for approval by the Board during the annual budgeting process (See the Budget and Event Reporting Policy). The Section has an annual planned travel budget that is included in the overall Section budget. Reimbursement for these approved travel expenses may be obtained from the Section Executive Director, as described below in Reimbursement Procedures.

Approval of non-budgeted travel costs is required by a vote of the Governing Board. Volunteers who are not members of AWWA are not eligible for travel expense reimbursement.

It is requested that the traveler or traveler's employer assist with expenses at all Association or Section meetings. If assistance with expenses is not possible, the Section will share in the expenses. Travel reimbursement will only be provided if the volunteer or volunteer's employer will not provide reimbursement.

Reimbursement Procedures

1. After incurring the reimbursable expenses, the traveler shall submit an Event Report/ Reimbursement Form to the Section Executive Director. A copy of this form is attached to the Budget and Event Reporting Policy.
2. Each reimbursable expenditure shall be listed on the form.
3. All applicable itemized receipts shall be attached to the form. Any unusual expenditure requires an explanation, as well as a receipt.
4. The Section will reimburse previously approved (budgeted) expenses upon receiving a properly completed reimbursement form. Failure to properly submit expenses within sixty (60) days will result in non-reimbursement of expenses.

Cost-Effective Travel Procedures

1. Travelers shall obtain the most cost-effective travel arrangements possible and shall purchase the lowest applicable fare or rate possible.
2. When automobile travel is the best means of transportation to an out-of-town destination, expenses will be reimbursed at the current IRS mileage allowance. If a traveler elects to use a personal automobile in lieu of air transportation, reimbursement shall not exceed the cost of the lowest airfare rate at the time travel arrangements are made. Travelers are required to properly insure their personal vehicles and are responsible for any claims or damage that may result. Volunteer's vehicles are not covered by the Section's or Association's insurance.
3. Ground transportation from airport to accommodations should be utilized in the following order:
 - a. Complimentary hotel shuttle when available.
 - b. Commercial shuttle when available or ride share transportation (i.e. Lyft, Uber, etc.)
 - c. Taxi with others attending the same meeting when possible.
 - d. Taxi alone, only as a last resort. Rental cars will only be reimbursed when costs become prohibitive for taxi use or public transportation, and prior approval has been received. The least expensive car to fulfill business needs should be rented. Receipts must accompany all rental car charges. A corporate rate discount must always be requested. Insurance is not provided through the Section or Association, so rental agency collision and liability damage waiver payments are reimbursable expenses.
4. Lodging arrangements for Section or Association meetings should be made using the instructions provided by the Association. Cancellation of rooms must be made within adequate time to avoid "no-show" penalties.
5. Reasonable costs for meals will be reimbursed when applicable and may include a 15-20 percent gratuity. In general, the Section will only reimburse travelers who are on official Section business for meals. This does not include spouses or other guests who are not on official Section business. On a case-by-case basis, the Section Chair may authorize the Section to cover spouse's meal expenses to encourage participation and recognize the value the volunteers bring to the organization.

6. Incidentals

- a. Reimbursable expenses include the following:
 - i. Reasonable porter services.
 - ii. Gas, tolls and parking for reimbursable personal and rental cars.
- b. Non-reimbursable expenses include the following:
 - i. In-room movies or internet access.
 - ii. In-flight meals, snacks, or beverages (alcoholic or non-alcoholic), earphones, TV service, movie rentals, or Wi-Fi access.
 - iii. Life and accident insurance.
 - iv. Alcoholic beverages.
 - v. Additional travel insurance beyond that which is available through the traveler's credit card.
 - vi. Entertainment is not an authorized expenditure for travelers on official Section or Association business.