

Page 1 of 3

Policy Number: 04-010 Revision No. E

Policy Title: Chapter Travel Policy

Date: 6 November 2008

1. PURPOSE

The purpose of this policy is to provide guidance to individuals who perform Phoenix APICS Chapter (Chapter) approved and reimbursed travel. The policy addresses the process for reimbursement and guidelines under which reimbursement is authorized.

2. PHILOSOPHY

The Chapter relies on BOD officers and other members to volunteer time and effort for the successful running of the Chapter. It is the purpose of this policy to ensure full reimbursement to anyone for expenses incurred performing approved activities benefiting the Chapter. This policy relies on the Budget Process as the primary tool for controlling travel expenses.

3. SCOPE

This policy is applicable to all members of the Chapter who incur expense as a result of traveling on Chapter business and/or non-Chapter/APICS members who might require reimbursement of expenses incurred in support of Chapter goals and objectives; e.g., dinner meeting guest speakers, etc.

4. POLICY

a. Transportation and Lodging

(1) Reasonable and customary expenses allowable by the IRS will be accepted. (No first class travel and volunteers are encouraged to book 14 days in advance).
Volunteers may use airlines that align to their loyalty rewards program.

(a) Charges by various airlines are dynamic. Therefore the chapter will reimburse various charges as they apply. Cancellation or flight modification charges must be accompanied by documentation of charges. (for ex. Family emergency had to return home early).

(b) Rental car expenses are considered normal mode of transportation for business travel and therefore are reimbursable. The chapter encourages that the volunteers use hotel shuttles when available. The chapter also encourages volunteers to share vehicle.

(c) On site airport parking is reimbursable. Volunteers must use (long term parking) economy lots or remote parking companies. No direct terminal parking will be reimbursed.

(d) Privately owned vehicles (POV) will be fully reimbursed using the IRS mileage standard rates. Volunteers have the option to use air or ground transportation to events based on which are convenient for the individual. We encourage volunteers to share POV rides.

Page 2 of 3

Policy Number: 04-010 Revision No. E

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(e) Single occupancy rooms are recommended, but if family is traveling with the individual double rooms will be reimbursed. Please note on expense report. Volunteers should stay at the most reasonably priced hotels in the area. 2 and 3 star hotels are acceptable. Upscale lodging will not be reimbursed.

(f) Hotel parking charges will not be reimbursed unless requested in advance. The Chapter will approve this expense.

b. Meals

(1) As a matter of policy, the Chapter will not reimburse for meals consumed by Chapter members. A travel stipend is available to pay for meals and miscellaneous expenses.

(2) An exception to 4b (1) above is reimbursement of Chapter members who act as speaker at scheduled dinner meetings and/or any other individual granted an exception to this policy at the Chapter BOD prior to the event.

c. Miscellaneous

(1) Individuals may request payment for airline tickets as soon as the expense is incurred and need not wait until after the travel is completed.

(2) Each BOD/ Chapter member attending a Region Meeting as a Chapter representative is authorized to include an amount of Fifty Dollars (\$50.00) to cover extraordinary expenses which are not otherwise covered as reimbursable expenses. This amount should be shown on the expense report as "Trip Stipend" and supporting receipts are not required.

(3) Receipts should be furnished to support all reimbursable expense requests. If a receipt is not available, include a statement from the requestor with the Expense Voucher detailing the particulars of the expense and, if possible, why a receipt is not available.

d. Region Meeting travel coordination.

(1) The Chapter President, or designee, will coordinate travel plans and communicate our travel reimbursement policies to those traveling on

Chapter business.

Page 3 of 3

Policy Number: 04-010 Revision No. E

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This policy is to make volunteer travel easy and enjoyable. The volunteer should use a common sense approach when booking travel and lodging. It is understandable that the volunteer may have special needs as it relates to travels. These should be approved prior to the travel by the Chapter President. Any special approvals should accompany the expense report when submitted. Volunteers should consider the financial allocation for the trip when traveling. Volunteers are encouraged to bring family to events but the chapter will only reimburse for the volunteers' expenses. The Chapter President has the authority to deny payment for expenses that are not considered reasonable and customary.

5. ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES

a. Attachment(s) - NONE

b. Closely Related Policies/Procedures/Documents

- Policy 04-003, Chapter Expense Authorization Policy

- Policy 04-030, Chapter Income & Expense Reporting Policy

- Policy 04-031 Chapter Chart of Accounts Policy.

- This policy supersedes APICS - Phoenix Chapter #58 Policy 04-010/REV D - Chapter Travel Policy, dated 24 September 2005.

6. RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:

- Chapter VP - Finance