

VOLUNTEER TRAVEL POLICY

POLICY

Volunteers who are approved in advance by the ASCE North Jersey Branch (NJB) board to travel in conjunction with ASCE NJB activities may be reimbursed for actual, reasonable, and necessary expenses. Expenses must be limited to that which is required to complete the assignment in an acceptable manner.

SCOPE

This policy applies to volunteers traveling in conjunction with ASCE NJB activities. Such activities include ASCE Regional and National Conferences and other activities as approved by the ASCE NJB Board.

As with any set of procedures, exceptions are expected. Request for such exceptions must be made in writing before the trip commences (emergencies will be considered on an individual basis). Unusual circumstances or expenditures that may be required must be discussed with the Branch President and Treasurer and approved by the Board.

PROCEDURES

1. The one overriding principle is that volunteers are requested to minimize, within reason, the expenses incurred in meeting attendance.

Employers that help ASCE NJB by paying your expenses for ASCE NJB activities are always appreciated.

2. Each traveler must be individually approved for reimbursement via a majority vote by the NJB board prior to the commencement of travel. Substitutions to approved travelers will only be allowed when preceded by a majority vote by the NJB board.
3. Reimbursement forms are to be completed by the traveler and submitted to the ASCE NJB Treasurer within two weeks of the activity. Failure to attach required receipts will result in a delay of processing.
4. Each expenditure, cash or credit, is to be listed. Copies of all applicable, original receipts are to be attached.
5. International Travel: In instances of travel outside the United States, the traveler should submit receipts that reflect conversion to US funds/amounts. If paid with a credit card, the traveler may write in on the receipt the converted amount shown on their credit card statement. If not paid with a credit card, the traveler should calculate the US funds using the most current currency exchange rate(s).

TRAVEL PROCEDURES

1. Transportation
 - a. Transportation costs will be reimbursed in one of the following ways:
 - i. Airfare or Rail Tickets: The actual cost of airfare or rail tickets, limited to the amount of a 14-day round-trip coach advance fare for the most direct route, including the cost of one bag.

- ii. Personal Automobiles: Mileage for your personal vehicle if the round trip is over 100 miles (at the IRS approved rate per mile), limited to the cost of air or rail tickets above.
 - iii. For travel to / from the "home" airport, reimbursement will be made for mileage and parking or taxi, whichever cost is less. Carpooling is encouraged.
- b. Ground transportation should be utilized in the following order:
- i. Use complimentary hotel shuttle when available.
 - ii. Use commercial shuttle when available.
 - iii. Use taxi with others attending the same meeting when possible.
 - iv. Use taxi alone as last resort. Provide receipt.
- c. 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.b. above. The least expensive car to fulfill business needs should be rented. Collision damage insurance available through credit card or individual's policy should be used whenever possible. If not possible, car rental company's insurance is reimbursable. Receipts must accompany all rental car charges, including any gas or oil charges. Traffic or parking violations while using a rental car on ASCE NJB business are not reimbursable.
- d. 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.
- e. Additional travel cost to a more cost-effective airport (or other means of transportation) will be reimbursed if money is saved in total if explained on the reimbursement form.

2. Accommodations

The individual traveler should make lodging arrangements, unless otherwise advised by ASCE NJB. When arranging for lodging, volunteers should endeavor to find reasonably priced accommodations within ASCE-blocked hotels. Shared rooms with other ASCE attendees are encouraged.

An additional overnight stay may be requested if staying the additional night results in airfare savings greater than the cost of the hotel stay.

3. Meals & Incidentals

- a. ASCE NJB will reimburse for meals and incidentals incurred during branch-related travel. Receipts for each meal/incidental must be submitted with the expense report. Reimbursements for meals and incidentals shall not exceed the US General Services Administration CONUS rates for travel within the continental US, Department of Defense OCONUS rates for non-foreign travel outside the continental US, or the State Department Foreign rates, as applicable (see www.gsa.gov/perdiem).
- b. ASCE NJB will reimburse volunteers for meals for themselves and other volunteers on approved ASCE NJB activities only. This does not include spouses or other guests who are not on official ASCE NJB business.
- c. Non-reimbursable expenses are those that are not authorized. These include:
 - i. In-room movies
 - ii. In-flight alcoholic beverages, earphone and movie rentals
 - iii. 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.)
 - iv. Alcoholic beverages, except when served as part of an ASCE function or as part of a meal sponsored by ASCE NJB.
 - v. Training / seminars not related to ASCE NJB business.
- d. Reimbursable expenses include:
 - i. Tolls and parking for reimbursable personal and rental cars.
 - ii. Any telephone charges incurred for ASCE NJB business.

4. Conference Registration Fees

- a. Where early registration rates are available, ASCE NJB will only reimburse the amount of the early registration rate, unless prior approval has been granted by the ASCE NJB Board.
- b. Any programming at additional cost to the conference registration fee will be considered non-reimbursable, unless prior approval has been granted by the ASCE NJB Board.

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

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