

TRAVEL POLICY

PURPOSE

The purposes of the travel policy is to establish a process to be followed when a board member and/or committee chair or Vice Chair consider travel to and attendance at WEF-related functions or a PWEA-related event, as approved by the Board of Directors. WEF-related functions include, but are not limited to WEFMAX meetings, WEF Leadership Conferences, WEF Leadership Day at WEFTEC, and the Legislative Fly-In. Funds to support travel reimbursement must be approved by the Board as allocated in the annual operating budget. Board members and committee chairs are to provide written notice of intent to travel to the Executive Director by no later than October 1 of each year, in order for anticipated expenses to be included in the annual budgeting process.

The Officers and positions listed below, as well as the Association's Executive Director, are encouraged to attend WEF-related functions. Should any Officer or position listed below intend to travel and submit for reimbursement, notification should be given to the Executive Director by October 1 of the previous calendar year in order for the expense to be included in the following year's operating budget. Reimbursement for Officers shall be in accordance with reimbursable limits detailed in this document.

President, First Vice-President, Second Vice-President
Secretary/Treasurer, WEF Delegates (including At-Large)
WEFMAX Ad-Hoc Chair or Vice Chair

When travel by a board member or committee chair is approved by the Board of Directors, the board member and/or committee chair may be reimbursed by submitting a travel expense form using the limitations as outlined below.

When board members and committee chairs are traveling to/from PWEA board meetings or the yearly Joint PWEA/Section Meeting, Pennsylvania Turnpike tolls will be considered a reimbursable expense. However, personal mileage to/from these meetings shall remain the responsibility of the individual. Reimbursement of PA Turnpike tolls is available for board members and committee chairs/vice-chairs who are not supported for such an expense by their employer.

The following reimbursable limits are applicable when an Operations Challenge team is identified to represent PWEA at the national Operations Challenge event dates at WEFTEC.

Reimbursable Limits

Meals: The limits listed below are per diem, excluding any meals furnished by the event attended. Daily limit includes tax and tip. No detailed receipts under \$25 are required, but are requested for PWEA records.

Breakfast:	\$15.00 limit
Lunch:	\$25.00 limit
Dinner:	\$50.00 limit

Lodging: The Association will reimburse lodging expenses during function/event dates. Receipts are required. Maximum reimbursement per night is \$300. Personal incidentals are not reimbursable.

Transportation: The total cost of coach airfare is reimbursable; plus, necessary taxi, shuttle or when necessary, a rental car. Detailed receipts are required. If traveler desires to use a private vehicle in lieu of airfare and taxi/shuttle/rental car, the traveler may do so and be reimbursed at the current IRS mileage rate for private vehicle plus tolls, provided that the total cost of using a private vehicle does not exceed the cost which would have been incurred by using air transportation and taxi/shuttle/rental car. Detailed receipts are required.

Event Registration: The Association will reimburse conference registration fee for the Officer, board member, or committee chair, if applicable. The Association will reimburse the WEFTEC Operations Challenge team registration fee, if applicable.