

Travel Reimbursement Policy

(ROB 1.201.027)

Includes revisions through June 21, 2009

I. Introduction

The Board of Directors recognizes that officer, Board, council and committee activities are essential to maintaining volunteer involvement in ASHRAE. These activities provide real and tangible benefits to the public, the profession and industry and are worthy of financial support. Many members use personal or company resources to defray their travel expenses, which is greatly appreciated by ASHRAE. However, there are situations where members do not have the necessary resources to defray these costs, and ASHRAE will assist the member with these costs within the limits of this policy.

The member traveling on behalf of ASHRAE shall always seek to minimize the cost to ASHRAE.

II. Definitions

- A. Transportation Expense: By public transportation, the cost of round trip fare from terminal to terminal. By automobile, mileage from home or office to destination and return.
- B. Travel Expense: Transportation expense plus ground transportation, hotel, meals, parking fees, registration, and social event expenses.
- C. Advanced Purchase Coach Fare: Fourteen (14) day advanced purchase (non-refundable) coach fare applicable to your destination.
- D. Transportation Expense Cap: A maximum reimbursement amount per trip established by an ASHRAE council, Board of Directors, or Director and Regional Chair.

III. Applicability

A. President

Travel expenses for the President and spouse for presidential activities shall be reimbursed, when requested.

B. Other Officers

- 1. Travel expenses for Officer Executive Committee activities without prior Presidential approval shall be reimbursed, when requested, for:
 - a. Board of Directors meetings.
 - b. Executive Committee meetings.
 - c. Meetings where the officer acts as chairman or vice chairman.
 - d. CRCs when assigned or in the officer's home region.
 - e. Finance Committee and Board Planning Committee meetings.

Officers' spouses' travel costs shall be reimbursed, when approved by the President and requested, for A, B and D above.

- 2. Travel expenses for Officer Executive Committee activities when approved by the President shall be reimbursed, when requested, for:
 - a. Meetings where the officer substitutes for the President or for another assigned officer.
 - b. Meetings with outside organizations where the officer represents ASHRAE.
 - c. Training sessions for officers.
 - d. Meetings of committees for which the officer is Coordinating Officer.
 - e. Meetings with staff.

Officers' spouses' travel costs shall be reimbursed, when approved by the President and requested, for A and B above.

3. Transportation costs shall be reimbursed, when requested, for all other officers' travel as approved by the President. Officers' spouses' transportation expenses to accompany the officers where the President requests the spouses to attend shall be reimbursed, when requested.
4. Travel expenses for Officer Executive Committee nominees to attend the spring Executive Committee meeting prior to the annual meeting at which they take office shall be reimbursed, when requested. Officer nominees' spouses' travel costs shall be reimbursed, when approved by the President and requested, to accompany officer nominees to the spring Executive Committee meeting.
5. Travel expenses for Officer Executive Committee nominees to attend Board of Directors and Executive Committee meetings at the annual meeting at which nominees take office shall be reimbursed when requested. Officers' spouses' travel costs shall be reimbursed, when approved by the President and requested, to attend the annual meeting at which the officers take office.
6. An honorarium shall be offered to Executive Committee members to cover the tax liability for spouse travel reimbursement with the amount to be determined individually based on each officer's specific federal and state income tax rates. (09-01-25-08)

C. Directors (DRC and DAL)

1. Travel expenses for Directors attending Board meetings shall be reimbursed per this policy:
 - a. Board members should arrive either the day before or the day of their first required meeting and depart either the day of or the day after their last required meeting.
 - b. With the exception of item "e" below, hotel room reimbursement shall be at the meeting rate for a standard room as set for the meeting (headquarters hotel for Society meetings). Hotel costs include room, taxes, fees and internet access.
 - c. Ground transportation shall be for shuttles, taxis or similar transportation to and from the airport, train station, or public transportation station for the meeting location. Rental cars will not be reimbursed unless prior approval is obtained from the President or Executive Vice President.
 - d. Meal reimbursement is based on actual expenses up to a maximum of \$45.00 per day less deduction of \$10.00/breakfast, \$15.00/lunch and \$20.00/dinner for group functions (Board luncheon, social events). Meal reimbursement is not a per diem. Any amount spent over the allowance for meals will not be reimbursed by ASHRAE.
 - e. In lieu of reimbursement for meals outlined in "d" above, a Board member may choose to apply all of the \$45 meal allowance to upgrade to a concierge floor hotel room. Either meal charges or concierge floor upgrade charges — but not both — will be reimbursed. Concierge floor charges over \$45 per day are the responsibility of the Board member.
 - f. Parking expense (economy) shall be paid for the departure station. If equal or less expensive ground transportation is utilized, that cost may be reimbursed in lieu of parking.
 - g. Complimentary full registration (meeting and social events) shall be provided for the annual and winter meeting. The cost of the Regional Dinner shall be reimbursed.
2. Directors shall be reimbursed per the following table for attendance at council, committee, chapter or regional meetings not held during the annual or winter Society meetings.

Board Level Event	Reimbursement
Council meeting	Travel
Board level committee (finance, planning, etc.)	Travel
Service as EX-O from BOD to committee	Travel
CRC - Host DAL	Transportation

CRC – Host DRC	Transportation
CRC - Other	Transportation
Presidential assignment	Travel

3. Director nominees shall be reimbursed for transportation expenses, when requested, to attend an orientation usually held in the spring prior to their taking office at the Society annual meeting. Director nominees' attendance at Board meetings prior to taking office shall be reimbursed per Section III, Paragraph C.1.
- D. Ambassadors - Travel expenses for ambassadors attending meetings when authorized by the President may be reimbursed when requested.
 - E. Presidential Representatives - Travel expenses for presidential representatives and spouses attending meetings approved by the President may be reimbursed when requested.
 - F. Other - Transportation expenses authorized by the Rules of the Board for members to attend meetings and participate in activities may be reimbursed when requested.
 - G. Councils and Standing Committees – Transportation expenses for council and standing committee members to attend authorized meetings shall be reimbursed, if requested, according to these rules and ROB 2.104.012. (07-01-31-10)
 - H. Representatives of other organizations – Representatives of other organizations, participating in an ASHRAE project or program may be reimbursed for their travel or transportation expenses, if requested, as determined by the rules of the Board or the Manual of Procedures governing the relevant activity. The President may approve exceptions to this rule. (07-06-24-06)

IV. Conditions

A. Airplane Transportation

1. ASHRAE policy on use of air transportation is to reimburse the member, when requested, an amount which does not exceed either the fourteen (14) day advance purchase (non-refundable) coach fare between the destination points or any Transportation Expense Cap that applies. Exceptions must be approved in advance by the ASHRAE treasurer.
2. Reimbursable costs are for the basic airfare only. Cost of travel insurance, ground transportation, baggage handling, gratuities and other similar out-of-pocket expenses are not reimbursable.
3. As most ASHRAE transportation is to attend meetings, which time and place are usually known well in advance, the member must make reservations early to take advantage of special fares.
4. In most cases airfares can be substantially reduced if the traveler stays over at the destination point. When the member stays over solely to use the reduced fare, ASHRAE will reimburse the member, when requested, for the airfare paid, plus the amount paid for one night's lodging and food to enable use of the lower fare, providing the total cost does not exceed the fourteen (14) day advance purchase (non-refundable) coach fare between the destination points. In those cases where more than one night's stayover would give a reduced airfare, approval may be authorized by the Coordinating Officer.
5. A traveler who can reduce the transportation expense by taking an alternate airport or other means of transportation (25 miles further away than the nearest airport to the traveler's office, home or destination) may request ground transportation reimbursement. The total costs (airfare, train, etc. and ground transportation) shall not exceed the cost of transportation from/to the nearest airport.
6. If the most economical fare is of the type where a cost is involved for changes in flight plans, ASHRAE will reimburse the member for such costs where the change in flight plans results from unforeseen changes in the scheduled meeting or event.

B. Private Vehicle Transportation

1. In the case of transportation by private vehicle, ASHRAE may reimburse the member, when requested, for the vehicle operating expenses at the current United States of America Internal Revenue Service reimbursement rate.
2. The maximum amount that the member will be reimbursed will be equal to either the most economical fourteen (14) day advanced airfare (as defined in IVA.) or any Transportation Expense Cap that applies.

C. Other Modes of Transportation

1. In the case of travel by bus, train, boat, or any other means, ASHRAE may reimburse the member, when requested, for their transportation costs.
2. The maximum amount that the member will be reimbursed will be equal to the lesser of either the actual transportation cost and the fourteen (14) day advanced airfare (as defined in IVA.) or any Transportation Expense Cap that applies. (01-01-31-13B/02-06-23-05)

D. Exception

1. The President or his representatives and their spouses may be reimbursed for business class airfare on scheduled flights of more than seven hours when the member traveling has to work the next day.

E. Documentation

1. Travel expense reimbursement claims must be made on the approved ASHRAE form and must bear the signature of the Society officer or chairman authorizing the travel, if applicable.
2. All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed.
3. Original receipts, or tickets, must be included with any travel reimbursement claim and must clearly show the amount claimed. With the advent of ticketless travel, a receipt from the travel agency or airline or a credit card statement will be acceptable.
4. Reimbursement will be provided for only the amount shown on an original transportation ticket or as indicated in IV.A.4. Reimbursement WILL NOT be made when a member chooses to use personal Frequent Flyer Miles for transportation.
5. All claims shall be paid in USA or Canadian currency. The exchange rate will be determined at the time the claim is processed by ASHRAE.

F. Enforcement

Members who do not comply with the fourteen (14) day advanced airfare purchase as stated in Section IV, paragraph A1, will only be reimbursed either the cost of a fourteen (14) day advanced purchase coach fare ticket as defined in Section II, paragraph C, or the maximum cost as defined in any applicable Transportation Expense Cap (Section II, paragraph E) and as confirmed by the ASHRAE Comptroller. If the member cannot comply with this policy or has any special circumstances, a letter of explanation may be submitted with the travel verification requirements as defined in Section IV, paragraph E3.

V. Member Responsibility

- A. Prior to making arrangements to travel on behalf of ASHRAE, it is the member's responsibility to identify what costs are reimbursable.