



WACO POLICY ON TRAVEL REIMBURSEMENT

SECTION I - GENERAL TRAVEL POLICY

A. PRUDENT JUDGMENT

Officers or members who have been approved for travel at WACO expense by the WACO Travel Committee, or employees who have been approved by the WACO Executive Director, are expected to exercise prudent judgment in incurring travel expenses when on official WACO business. Excessive or unnecessary expenses will not be approved or reimbursed.

SECTION II – ELIGIBLE TRAVEL EXPENSES

A. REGISTRATION

Registration fees required in connection with attendance at conventions, conferences, and official meetings.

B. MEALS

Only those meals that are incurred during official business or while traveling for official business are eligible travel expenses.

Tobacco and alcoholic beverages are not reimbursable.

C. LODGING

Reimbursement for lodging expenses shall be on the basis of actual expenses incurred by the WACO members or employees.

D. TRANSPORTATION

1. Mileage

- a. The mileage reimbursement allowed to WACO employees and members when using their personal cars in connection with WACO business shall be the allowable Internal Revenue Service standard mileage rate.

2. Airfare, car rental, etc.

Air, car rental or other transportation shall be at the most economical class.

E. TIPS

Tips (except for meals) and gratuities are not reimbursable.

F. NON-WORK ACTIVITIES AND PERSONAL EXPENSES

Mileage, taxi fares, car rental, and other transportation costs to places of entertainment and other non-business facilities are not reimbursable.

G. TELEPHONE

Personal telephone calls are not reimbursable.

H. FINES

Fines, penalties, and/or forfeitures are not reimbursable.

I. WACO BOARD MEETING IN CONJUNCTION WITH THE ANNUAL CONFERENCE

Board members may request reimbursement for attendance at WACO Board Meetings held in conjunction with the annual membership meeting. Reimbursement shall not exceed 1 night lodging and dinner/breakfast unless meals otherwise are not provided. Registration, costs of travel, and other costs associated with the annual membership meeting are not reimbursable.

SECTION III – DOCUMENTATION OF EXPENSES

A. RECEIPTS

Each claim for reimbursement is subject to review by the Executive Director and must be accompanied by a travel reimbursement form and supported by an original receipt or acceptable substitute.

Amended this 6th day of March 2018, by the WACO Board of Trustees