

TRAVEL EXPENSE POLICY

1. Reimbursement for travel expenses will be limited to budgeted amounts. Individuals can petition the Finance Committee for additional reimbursement should funds become available at the end of the fiscal year. DG and DGE are encouraged to determine their own travel budgets to the RI conference.
2. Allowed Expenses:
  - a. Air fare is standard economy class.
  - b. Ground travel is at the RI approved rate.
  - c. Ground travel may be substituted for air fare for an amount of whichever is lower (air or ground).
  - d. Lodging must include a paid room folio showing zero balance.
  - e. Obtaining visas is an allowed expense.
  - f. Baggage costs are an allowed expense.
  - g. Gratuities and tips are an allowed expense.
  - h. All expenses related to hospitality suites and liquor expenses must be approved by ExComm prior to the event.
  - i. Internet is an allowed expense.
  - j. Meals not included in registration or provided by others.
3. Disallowed Expenses:
  - a. Travel upgrades are not an allowed expense.
  - b. Per Diem type expenses are not allowed (must be actual).
  - c. International phone service or international phones or cards are not allowed.
  - d. Babysitting or child care is not an allowed expense.
  - e. Kenneling of pets/animals or dog sitting is not an allowed expense.
  - f. Obtaining passports is not an allowed expense.
  - g. Dry cleaning is not an allowed expense.
  - h. Liquor is not an allowed expense, unless approved by ExComm prior to the event.
  - i. Outside dinners are not an allowed expense when there is one included for that time with registration.
  - j. Trainer gifts are not an allowed expense.
  - k. Contributions to hospitality suites are not an allowed expense.
4. Receipts are required for expense reimbursement.
5. Traveler may substitute or contribute award travel or any other expense at his/her discretion.
6. District will reimburse expenses upon submission of appropriate documents with Finance Committee approval.
7. Finance Committee may disallow any particular expense deemed not appropriate but may not apportion the total of expense to be paid.
8. Exceptions to the above may be approved on a case by case basis by the Finance Committee.