

PENN'S WOODS WEST CHAPTER
TROUT UNLIMITED
POLICY AND PROCEDURE MANUAL

POLICY #: 20-07

INDEX TITLE: Travel Reimbursement

SUBJECT: Reimbursement for travel expenses

DATE: May 7, 2020

- I. POLICY/PURPOSE/SCOPE: On occasion, a PWWTU Board member is required to travel to attend meetings or conferences relevant to his/her role with PWWTU. This policy addresses the requirements for expense reimbursement by PWWTU for such travel.
- II. POLICY
 - a. Allowable expenses:
 - i. Travel to and from the event which should involve the least expensive method.
 - ii. Hotel accommodations should be for a standard, single room.
 - iii. Meal costs will be reimbursed if the trip involves an overnight stay.
 1. Alcohol purchase is NOT reimbursable. .
 - iv. Registration or conference fees
 - v. Parking and ground transportation
 - b. Not allowed:
 - i. Cost incurred by a non-TU companion.
 - ii. Upgrades
 - c. Documentation and Procedures:
 - i. Provide a written reason for the trip that demonstrates an essential link to PWWTU.
 - ii. Submit original receipts that clearly show the traveler's cost, date of service, location and nature of the expense.
 - iii. Factor out personal expenses that are not related to the purpose of the trip
 - iv. Submit a list of expenses and supporting documents to the PWWTU Treasurer. The Board will review the expenditure.
 - v. Treasurer shall consult the Federal guidelines to determine the permissible amount of reimbursement for auto, hotel and meal expense:
<http://www.gsa.gov/perdiem>.



SIGNED:

TITLE: Charles Buffington President, PWWTU

APPROVALS: PWW Board: May 7, 2020