

# APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

## STANDARD OPERATING PROCEDURE

**Position: BOD Travel Expenses**

**Document No: SOP0042\_BOD Travel Expenses**

**Original Issue Date: 12/28/05**

**Issued By: Board of Directors**

**Last Revised Date: 03/16/09**

**Revised By: Board of Directors**

### 1. Purpose And Scope

- a. The purpose of this policy is to provide guidance to individuals who perform APICS SWMI Chapter approved and reimbursed travel. The policy addresses which travel and living expenses will be reimbursed and which will not under these guidelines. Those traveling on Chapter business will take steps to minimize expenses.

### 2. Procedure

- a. Only Board Authorized Travel will be reimbursed. If the President, President-Elect or Past President is traveling for Chapter Business of any kind, it must be authorized by a majority of the Board of Directors and not at the officers' discretion.
- b. All requests for Travel Reimbursement will be submitted to the President, on the approved chapter expense form, for review and approval. The President will forward the approved chapter expense form to the VP of Finance for reimbursement. If the reimbursement amount is over \$ 1,000.00, the VP of Administration must also review and approve the expense form. At the submitting members (traveler) discretion, any expenses not approved by the President may be submitted for review/approval to the entire Board of Directors, with no input from the submitting member (traveler) or the President, for a final determination of approval or denial.
- c. All expense forms should be submitted to the VP of Finance within one week of the end of Chapter Travel. The VP of Finance will verify that the paperwork is correct and forward the form to the President.

### 3. Scope

- a. This policy is applicable to all members of the Chapter who incur expense as a result of traveling on Chapter business and/or non-Chapter/APICS members who might require reimbursement of expenses incurred in support of Chapter goals and objectives; e.g., dinner meeting guest speakers, etc.

### 4. Practice

#### a. Overall Expenses

- i. All Board members, traveling on chapter business, should limit their expenses to a minimum. No expenses outside of those outlined below will be considered for reimbursement.

#### b. Air Fare Reimbursement

- i. Except in unusual circumstances, air reservations will be made at the lowest available refundable fare.
- ii. When possible and available, companion fares will be used, i.e., two members will travel for one companion fare. Should a companion fare be used with a non-chapter member, reimbursement will be only to the level of the lowest published fare, as outlined in 4.1.1 above.
- iii. In the event a rate other than the lowest available published fare is used, a statement indicated why a higher fare was used must be submitted with the

Expense Voucher requesting that reimbursement be at the higher fare. (Note that higher fares will not be a surprise due to the coordination described in Paragraph 4.7.

- iv. Penalties incurred for canceled and/or changed reservations and/or lost tickets will not be reimbursed except as noted in paragraph 4.6.2 below.
- c. Rental Vehicle Reimbursement (Requires prior Chapter President approval)
- i. Complimentary hotel shuttle services will be used whenever possible.
  - ii. Airport shuttle services; e.g., SuperShuttle, Cloud Nine, etc., should be used, if possible, rather than taxicab service or rental car.
  - iii. If taxicab service must be used, every attempt should be made to share the expense with other going to the same location.
  - iv. If a rental car is used, two or more, approved, chapter-reimbursed members must travel in the vehicle. If a single individual uses a rental vehicle, reimbursement will be only to the level of an available shuttle or taxicab, whichever is lower, unless prior approval is received from the BOD. The Pre-Paid gas option should not be chosen, as reasonable charges for gasoline for rental vehicles will be reimbursed.
  - v. For attendance at APICS Regional Meeting, a maximum of one rental vehicles may be rented at Chapter expense (4 persons per vehicle).
  - vi. Persons renting cars will fill the rental car with gas prior to being returned to void very high prices for the rental car company to do this. Reasonable charges for gasoline for rental vehicles will be reimbursed, but extra charges for the rental car company to do it will not be reimbursed.
- d. Privately Owned Vehicle (POV) Reimbursement
- i. The Chapter will reimburse for POV use at the, then effective, IRS standard rate or the prevailing air fare which ever is less.
  - ii. Individuals are encouraged to share POV rides, if reasonable.
  - iii. In no event will the POV reimbursement exceed the lowest available published airfare as outlined in 4.1.1 above.
  - iv. Individuals will be reimbursed for reasonable fees for long-term parking; e.g., on airport or commercial, i.e., Park-N-Travel, Thrifty, etc...
- e. Lodging Reimbursement
- i. Single occupancy of hotel rooms is permitted and will be reimbursed.
  - ii. Reimbursement will be only to the lowest room rate available at an APICS event approved hotel or lower priced competing hotel. Hotels offering complimentary breakfasts should be given priority over other competitive hotels at the same price.
  - iii. If double occupancy is used for a non-reimbursable individual, the Chapter will only reimburse to the level of the lowest single room rate available.
  - iv. Reasonable hotel parking charges will be reimbursed for authorized events.
- f. Meals Reimbursement
- i. As a matter of policy, the Chapter will not reimburse for meals consumed by Chapter members, unless pre-approved by the Board. If the Board pre-approves that meal expenses will be paid, the maximum reimbursement will be \$ 30.00 per event day.

- ii. An exception to 4.5.1 above is reimbursement of Chapter members who act as speaker at scheduled dinner meetings and/or any other individual granted an exception to this policy at the Chapter BOD prior to the event.

g. Miscellaneous

- i. A maximum of 4 Chapter officers/members may be reimbursed for attendance at a Regional Meeting. Priority of attendance is as follows: Chapter President, Chapter President-Elect, Chapter Past President, Chapter Vice Presidents, followed by Chapter Directors at Large.
- ii. Individuals may request payment for airline tickets as soon as the expense is incurred and need not wait until after the travel is completed. However, in the event that an individual who has been reimbursed does not complete the travel, the ticket will be cashed in and the Chapter reimbursed within 15 days. If the ticket date and/or destination can be changed and the individual can use it for other Chapter related travel, the date and destination should be changed, the ticket retained by the individual, and the VP-Finance notified in writing of the change. Finally, if a non-refundable, non-changeable ticket was purchased, reimbursement received and the travel not completed, the individual will submit the unused ticket with a short note of explanation to the VP-Finance within 15 days of the scheduled travel. Only one such ticket may be returned within a single BOD year (July 1 thru June 30). In the event a second case of non-travel occurs, the members will be expected to reimburse the Chapter for the cost of the unused ticket within 15 days of the scheduled date of travel.
- iii. Incidental charges; e.g., tips, beverages, etc., are not reimbursable expenses unless authorized by the President and accompanied by an original receipt. If Board members are traveling as a group, the senior position, President, President-Elect or Past President, should make a determination on the appropriateness of the expense and should incur such expense on their expense form.
- iv. Each BOD/ Chapter member attending a Region Meeting as a Chapter Representative is authorized to include an amount not to exceed Twenty Dollars (\$20.00) to cover extraordinary expenses which are not otherwise covered as reimbursable expenses. This amount should be shown on the expense report as "Trip Stipend" and supporting receipts are not required.
- v. Receipts must be furnished to support all reimbursable expense requests. If a receipt is not available, a statement from the requestor must be included in lieu of a receipt with the Expense Voucher detailing the particulars of the expense and, if possible, why a receipt is not available.

h. Region Meeting travel coordination.

- i. The Chapter President, VP of Finance, or designee, will coordinate travel plans and communicate our travel reimbursement policies to those traveling on Chapter business. Post meeting expense report questions will be resolved between the Chapter President, VP of Finance and the Board member submitting the report only. Issues will not be discussed over Email.
- ii. The lowest non-refundable airfare available. This establishes what the Chapter expects to reimburse as described in paragraphs 4.1.1 and 4.3.3.
- iii. The number of nights lodging the Chapter will reimburse.
- iv. The number of rental cars needed does not exceed what is described in paragraph 4.2.5.

- v. Access to this policy either in print or electronic form.
- vi. Failure to notify travelers of our policies and reimbursement limits for specific region meetings may lead to excessive cost and misunderstanding. In the event that a traveler submits expenses in excess of our policy due to miscommunication and misunderstanding the Chapter President will resolve the issue with the traveler by balancing what is fair to both the Chapter and the traveler. The resolution of this problem may result in reimbursement in excess of what is described in this policy.

i. Other Expenses

- i. Under no circumstances will expense not outlined above be reimbursed with the express previous approval of the President and VP of Finance.

j. Responsible For Maintenance And Counsel Concerning This Policy:

- i. - Chapter VP of Finance

Revision Box

Requests for changes to this document must be made in writing to the issuing and approving authority together with documentation on which to base the review and approval. Listed below is the record of changes for this document. Revision level and approval of revisions are recorded on title page.

Rev	Date	Page	Paragraph	Nature of change
0	3/16/09	All	All	New Document Split from Larger Document