

IRWA CHAPTER 43

Travel Policy

Winter Forum

1. The Chapter President, or his/her designee, shall be authorized to travel to Winter Forum at the expense of the Chapter.
2. The Chapter Vice-President (no substitution), shall be authorized to travel to Winter Forum during the second year of the Presidents term only.

Texas A&M

1. The Chapter President, or his/her designee, shall be authorized to travel to Texas A&M at the expense of the Chapter.
2. The Chapter Vice-President (no substitution), shall be authorized to travel to Texas A&M during the second year of the Presidents term only.

Annual Conference (International)

1. If the President or Vice-President desire to attend the annual conference, they shall petition the Chapter at a regularly scheduled meeting for authorization to do so. In no event shall the Chapter sponsor more than one attendee.

Qualified Reimbursable Expenses

- Hotels, motels, or other lodging expenses (check out receipt required)
- Airfare or train travel in coach or economy class (itinerary and receipt required)
- Rental Car, providing trip is over 150 miles in total (receipt required)
- Mileage for personal vehicle use
- Out of town tolls, taxi's, shuttle bus, or other public transportation (receipt required)
- Fuel for rental car which reflects actual mileage (receipt and mileage required)
- Meals as follows
 - i. Breakfast (\$10): allowed on overnight stays
 - ii. Lunch (\$15): Overnights stays and out of town trips beginning before 11:00 am and ending after 2:00 pm
 - iii. Dinner (\$25): Overnight stays and out-of-town trips ending after 9:00 pm

Non-Qualified Reimbursable Expenses

- Hotel internet usage
- Gasoline for personal vehicle
- Snacks and drinks purchased during travel
- Any and all items purchased from hotel room
- Alcoholic drinks
- Any expense which is not accompanied by a receipt