

Northern New Mexico ARMA (NNMARMA) Travel Policy¹

These guidelines cover all persons traveling on behalf of NNMARMA (the Chapter) on official business. Each traveler is personally accountable for compliance with this policy.

Expectations:

1. good judgment and discretion when deciding whether to incur particular expenses.
2. travel expenses kept as low as possible and with an eye to the Chapter's financial well-being.
3. safety and security considered in travel decisions.

Oversight for Travel

Travel is at the discretion of the Board and is within the bounds of this policy and limitations of the Chapter's budget. Generally, travel that has been budgeted is approved. It is always preferred that travel plans be discussed with the person or persons responsible for travel oversight prior to booking travel.

A copy of the travel itinerary should be sent to the President and Treasurer as soon as reservations are made so the Treasurer can be anticipating the arrival of receipts and requests for reimbursement.

Combining Travel / Changes

Any increase in travel costs that results from combining official Chapter travel with non-Chapter business is to be paid by the traveler. When applicable, a Saturday or additional night's stay may be considered when the airfare savings exceeds reasonable and usual business expenses (lodging and meals). If the additional hotel and meal costs do not offset the airfare savings, the traveler will be required to reimburse the Chapter for the additional costs. Travelers will not be reimbursed for any charge to change a flight reservation, hotel guarantee or other penalty unless it is a direct result of Chapter business or directly related to a personal or family emergency.

Changes to travel plans due to circumstances beyond the traveler's control, such as weather, mechanical breakdowns, or disruption of transportation systems, which incur an expense to the traveler will be reimbursed.

Loss of Baggage / Excess Baggage Charges / Customs Duties / Taxes

The Chapter is not responsible for lost or stolen baggage or other items. The Chapter will not reimburse the traveler for insurance deductibles or other costs incurred except in a medical or personal emergency. Example: the Chapter will cover any medically-necessary sundries purchased due to an unplanned Chapter-requested extended stay.

¹ Based on ARMA Chapter eHandbook, "Travel Expense Guideline", 2013, POL3-020.

Travelers should note baggage restrictions by airlines when traveling. When considering airfares, travelers should also note carrier charges for checked bags. Baggage fees are reimbursable. Excess baggage or overweight baggage charges will not be reimbursed, except when the traveler is carrying baggage or baggage contents at the request of the Chapter (i.e. printed materials, equipment, etc.) that could not be pre-shipped at a lesser cost safely or in a timely manner.

Personal Emergencies

The Board has discretionary ability to approve reimbursement for expenses incurred during personal emergency during travel.

Passports, Visas, and Customs

Passport expenses² are only reimbursable when Chapter business travel is the sole reason for obtaining or renewing a passport. The cost of visas and related expenses are reimbursable for all travelers when required for official Chapter travel. The cost of expedited services for passports or visas is not reimbursable unless required to meet Chapter travel requirements.

Receipts and Expense Forms

Reimbursement forms for travel expenses are required to be submitted within 30 days of the date the expense was incurred or return from travel, unless invoice is unduly delayed by the vendor. Expenses will be reimbursed based on the travel expectations.

Receipts are not required for:

- cash tips.
- cash meals that do not exceed \$15.

However, a *description* of expenses under \$15 is required, and for expenses more than \$15 with no receipt.

Expense reimbursements will be paid in USD unless the traveler indicates another currency is to be used. When currency conversions are required, the traveler should include an indication of how the conversion was performed. When using a credit card statement or bank statement as evidence of the calculation, the traveler should include a redacted version of the statement in documentation.

Travel Arrangements

² It is anticipated that this issue will be moot after the Real ID Act is in place.

Travelers should make their own travel provisions. Expenditures of Chapter funds should be made with an eye toward member perception, especially since the Chapter is member-supported.

If the traveler prefers not to use his/her own credit and be reimbursed, travel arrangements can be done by a cardholder or a cash advance provided. The traveler should identify his/her preferred reservation times, or if possible place the booking on hold, and then contact a Chapter cardholder (President, Vice President, or Secretary) to purchase on their behalf. Loyalty programs should not affect vendor/provider selection (airfare, rental car, hotel, etc.)

Air Travel

Reservations should be made early enough to qualify for the lowest coach fare. Preferably, arrangements should be made at least 30 days prior to the date of travel. In general, travelers should obtain non-refundable fares. The Board must be notified prior to purchase of any fare if a refundable fare is being considered. Carrier fees for coach seat selection will be reimbursed. The Treasurer will work with the traveler to identify alternate arrangements or approve the expense in advance and adjust the travel budget accordingly. If an event ends at a reasonable time of day to allow timely and convenient transportation to the outbound airport and from the inbound airport and a day-later return would substantially increase the fare, the traveler should return on the event's end-date.

Travel using low-cost airlines is not required. While cost is always a consideration, reliability, safety, and alternate options to reach the traveler's destination are higher priorities. Frequent flyer program benefits must in no way influence flight selection.

Airport Transportation / Parking

Where an ARMA-sponsored event (e.g., the annual International Conference) is being held and ARMA transportation is provided, Chapter travelers are required to use ARMA-arranged transportation services and will not be reimbursed for alternative means unless the ARMA-arranged transport is unavailable. Example: shuttle buses for transportation between the Conference site and Conference hotels.

Transportation to or from the traveler's home and the airport is reimbursable at the current IRS rate. Travelers should weigh the cost of airport parking against airport shuttles, taxi, private car or limousine services. In general travelers are expected to use good judgment in selecting airport transportation, taking into account departure and arrival times, personal safety, and less costly options. Travelers are expected to opt for shared rides services where available.

Airport parking is reimbursable. More costly airport parking services (valet versus self-park) and ancillary services (car wash, oil change, etc.) are not reimbursable.

Rental Cars

In general, rental cars are not reimbursable when alternate means of transportation are available.

Many credit cards provide minimal insurance coverage for rental cars. In most instances, additional insurance coverage from the rental car company is permissible; but the traveler should consider whether it is necessary and find out prior to rental if their credit card, or the Chapter's credit card, or their personal auto insurance provide minimal rental car coverage. In any case, the traveler is obligated to ensure adequate insurance coverage. When giving consideration to rental cars, the traveler must also balance parking fees, fuel and tolls' costs, and the need for the rental car beyond transportation to and from the airport. The traveler should rent from a nationally-recognized rental agency.

Use of Personal Vehicles

Travel by personal vehicle in lieu of commercial airlines is allowed if mileage reimbursement is not more than the lowest available airfare. The rate for mileage reimbursement will be the current "Standard Mileage Rate" set by the Internal Revenue Service. The traveler will be reimbursed for normally- incurred airport transportation or airport parking (as appropriate) in the traveler's itinerary. Use of personal vehicles for Chapter business away from the member's office, including attendance of Board or to conduct unusual Chapter business (banking, meeting with potential members, procurements for meetings and Seminars), is reimbursable at the IRS rate.

Tolls, Parking, Fuel, Parking Violations, Moving Violations

Tolls and parking expenses are reimbursable for travelers using rented or personal automobiles. Fuel is reimbursable for rental cars only.

Parking and moving violations are not reimbursable. Penalties incurred by using electronic toll collection lanes without the appropriate transponder will not be reimbursed.

Lodging

The Chapter will pay for lodging from the night *prior* to an event or meeting and *through* (including) the night of the final day of the meeting or event if traveler is unable to reserve a return flight with a reasonable hour of return to point of origin. (See **Air Travel**.)

Meals

Meals and beverages including gratuities are reimbursable, including during time of travel to and from destination. Under circumstances of illness or late arrival to hotel, room service expenses are reimbursable. Alcoholic beverages are not reimbursable. Travelers should use discretion in purchasing meals for others and provide a business justification for doing so. Example: lunch meetings with prospective Chapter member, or Board business. Meal expenses covering multiple travelers should include the name of all persons in attendance at the meal.

Where meals are provided, included in the hotel room rate, or otherwise included Chapter will not reimburse for a meal in addition to the meal that otherwise been accounted for/ included.

Expense reimbursements for meals purchased by the traveler for others must include the name(s) of all persons, their affiliation (if not apparent), and the purpose of the expense (if not apparent).

Incidentals

Most incidental expenses will not be reimbursed. Examples are:

- In-room mini-bar or movies.
- Newspapers/magazines.
- ATM fees for domestic travel.
- Expenses directly relating to individuals who are neither not on Chapter business nor party to business with the Chapter.
- Laundry on trips of under five days' stay or consecutive trips with more than 48 hours between arrival at home and departure on the next trip.
- Reimbursement of airline club expenses (either annual fees or day passes).

Insurance

Flight/trip cancellation insurance (including supplemental life insurance, lost luggage insurance, trip protection insurance) is not reimbursable. Travelers should review the terms and conditions of insurance coverage provided by their credit card company and / or homeowner's insurance policy as an automatic option for this sort of coverage. In addition, international air travel provides certain standards for airline reimbursement for lost luggage.

Medical insurance for international travel is covered and reimbursable only when such insurance is not available as part of the traveler's normal medical insurance coverage. Medical insurance for travelers is intended for the time the traveler is on Chapter business. Emergency Medical Evacuation insurance is reimbursable for international travel.

International Currency Exchange

Travelers may claim expenses inclusive of fees for currency exchange and ATM charges. Travelers are encouraged to make purchases using credit cards whenever possible.

Internet and Telephone Usage

Travelers should make use of free high-speed Internet access services. Connection charges while on travel are reimbursable. Travelers should find out what costs can be incurred for use of hotel phone systems for calls or modem connections. Cell phone and roaming charges directly attributable to Chapter business or incurred in a reasonable-length call home are reimbursable with submittal of annotated cell carrier charges on invoices.