

May 2017

## VOLUNTEER TRAVEL POLICY

In order to direct as many funds as possible to actual research investment, the Water Research Foundation (WRF) strives to minimize all travel-related expenses. However, WRF also recognizes the importance of fairly reimbursing for expenses incurred by those individuals contributing their time and expertise to the development of that research. Therefore, we ask that you observe the following travel policy and minimize, within reason, the expenses incurred during your service to WRF.

Below are the general travel policy guidelines for WRF's volunteer groups:

- [Board of Directors](#)
- [Committee Members and Other Volunteers](#)

Deviations from this policy will be considered as necessary to respond to specific needs.

### Board of Directors\*

#### *January Board Meeting –*

1. Directors are encouraged to take advantage of special discount airfares, since Board meetings are scheduled well in advance. Whenever possible, the lowest available airfare should be purchased. Directors are also encouraged to use WRF's travel agency, Travel and Transport, for flight arrangements. This may save WRF money and will eliminate upfront expenses for you. To make your reservations, contact Connie Grigsby of Travel and Transport at 303.427.4686, 866.481.4040 (toll-free), or email DE@tandt.com.
2. Use of private automobile is reimbursable at the IRS-approved mileage rate, as long as the cost does not exceed the equivalent airfare. (The expense report form provided by WRF will reflect the current IRS mileage rate.)
3. Lodging and food expenses will be reimbursed for the day preceding, the day of, and two days following the Board meeting (i.e., Thursday - Sunday).
4. All other expenses (taxi, shuttle or limousine, telephone), which are normal and usual, will be reimbursed by WRF. Rental cars may be used when mileage becomes prohibitive for taxi use.
5. Standard expense report forms will be provided and should be submitted within five (5) working days after the meeting. **Original receipts** and airline ticket confirmation are to be attached to the expense report (digital copies will be accepted). If a receipt is missing, WRF will reimburse up to \$50.00 for the expense.

### *June Board Meeting –*

1. Directors (or the organization they represent) are expected to pay all travel costs (including airfare, rental cars, mileage, taxi, shuttle, parking, etc.) to the Board meeting in June, which is scheduled in conjunction with the AWWA Annual Conference (ACE). An exception to this rule will be allowed for Directors who do not attend the AWWA conference or who reside outside of North America.
2. Lodging and food expenses will be reimbursed for the day preceding the Board meeting through WRF's Subscriber Breakfast (i.e., Friday through Monday).
3. Standard expense report forms will be provided and should be submitted within five (5) working days after the meeting. **Original receipts** and airline ticket confirmation are to be attached to the expense report (digital copies will be accepted). If a receipt is missing, WRF will reimburse up to \$50.00 for the expense.

\*Any reference to "Directors" in this policy does not include association presidents or their designees who are not reimbursed for their expenses to attend Board meetings. Reimbursement is also not provided for Directors' spouses or guests.

### Committee Members and Other Volunteers

1. Committee members and other Foundation volunteers are encouraged to take advantage of special discount airfares, since meetings are usually scheduled well in advance. Whenever possible, the lowest available airfare should be purchased. Volunteers are also encouraged to use WRF's travel agency, Travel and Transport, for flight arrangements. This may save WRF money and will eliminate upfront expenses for you. To make your reservations, contact Connie Grigsby of Travel and Transport at 303.427.4686, 866.481.4040 (toll-free), or email DE@tandt.com.
2. Use of private automobile is reimbursable at the IRS-approved mileage rate, as long as the cost does not exceed the equivalent airfare. (The expense report form provided by WRF will reflect the current IRS mileage rate.)
3. Lodging, food, taxi, telephone, and other normal expenses will be reimbursed by WRF. Rental cars may be used when mileage becomes prohibitive for taxi use.
4. The above items (1 through 3) do not apply to WRF committee meetings held during the AWWA Annual Conference (ACE), except for any incremental expense that may be incurred because of the meeting schedule (e.g., arriving early or staying longer at the conference location in order to attend a WRF committee meeting).
5. Standard expense report forms will be provided and should be submitted within five (5) working days after the meeting. **Original receipts** and airline ticket confirmation are to be attached to the expense report (digital copies will be accepted). If a receipt is missing, WRF will reimburse up to \$50.00 for the expense.

## Insurance Coverage for Volunteers

The Water Research Foundation's business insurance package extends to volunteers for bodily injury, property damage and travel accident for domestic and foreign travel. Volunteers should contact the WRF Director of Finance and Administration for guidance in the event of a claim.

- Foreign Travel:
  - Foreign travel is defined as anything outside the US or its territories
  - Mexico and Canada are considered foreign
  - In case of a catastrophic injury use Chubb-Europ Assistance card (contact information can be found on the provided card)
  
- Auto Insurance:
  - Foreign Trips: Purchase over-the-counter insurance
  - US Trips: Do not purchase over-the-counter insurance (see auto insurance card for proof of insurance)