

VOLUNTEER TRAVEL POLICY

The Water Research Foundation (WRF) strives to minimize all travel-related expenses to direct more funding to research. However, WRF also recognizes the importance of reimbursing costs incurred by those individuals who contribute their time and expertise to developing 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

Board/Committee Meetings Associated with Conferences

1. Directors (or the organization they represent) are expected to pay all travel costs (including airfare, ground transportation, mileage, parking, etc.) to Board/Committee meetings associated with conferences or other water industry events. An exception to this rule will be allowed for Directors who do not attend the conference or who reside outside of North America.*

**If eligible for an exception, follow the guidelines for Board/Committee Meetings Not Associated with Conferences*

2. WRF will reimburse expenses incurred outside of expected conference costs to attend Board/Committee meetings, such as additional hotel nights and meals.
3. Lodging and food expenses will be reimbursed for the day preceding, the day of, and one day following the Board/Committee meeting or the last Board-related event.
4. Standard expense report forms will be provided and should be submitted within five (5) working days after the meeting. **See the “Expense Reports – All Volunteers” section below for instructions on claiming expenses for reimbursement.**

Board/Committee Meetings Not Associated with Conferences

1. WRF will reimburse Directors for reasonable travel expenses to Board/Committee meetings not associated with conferences.
2. Directors book their own flights and seek reimbursement via the expense report process following the meeting. Purchase the most reasonable, lowest available airfare. If assistance is required with booking flights, please contact the WRF meeting organizer.
3. Use of a 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 reflects the current IRS mileage rate.) When requesting a mileage reimbursement, a Google map (or similar) showing the number of miles for the route taken must be included.
4. Lodging and food expenses will be reimbursed for the day preceding, the day of, and one day following the Board/Committee meeting.
5. WRF will reimburse other usual travel expenses (taxi/ride share/shuttle, baggage fees, wi-fi). The most reasonable, lowest available airfare should be purchased.

6. WRF volunteers may not use rental cars when traveling on behalf of the Foundation, and WRF will not reimburse for such rentals.
7. ***See the “Expense Reports – All Volunteers” section below for instructions on claiming expenses for reimbursement.***

Research Committee Members and Other Volunteers

Meetings Associated with Conferences

1. Volunteers (or the organization they represent) are expected to pay all travel costs (including airfare, ground transportation, mileage, parking, etc.) to WRF meetings associated with conferences or other water industry events. An exception to this rule will be allowed for volunteers who do not attend the conference*. WRF will reimburse expenses incurred because of the meeting schedule (i.e., arriving early or staying longer at the conference location to attend a WRF meeting).

**If eligible for an exception, follow the guidelines for Meetings Not Associated with Conferences*

2. ***See the “Expense Reports – All Volunteers” section for instructions on claiming expenses for reimbursement.***

Meetings Not Associated with Conferences

1. WRF will reimburse Foundation volunteers for reasonable travel expenses to meetings not associated with conferences.
2. Foundation volunteers book their own flights and seek reimbursement via the expense report process following the meeting. Purchase the most reasonable, lowest available airfare. If assistance is required with booking flights, please contact the WRF meeting organizer.
3. Use of a 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 reflects the current IRS mileage rate.) When requesting a mileage reimbursement, a Google map (or similar) showing the number of miles for the route taken must be included.
4. WRF will reimburse lodging, food, taxi/ride share/shuttle, Wi-Fi, and other normal travel expenses.
5. WRF volunteers may not use rental cars when traveling on behalf of the Foundation, and WRF will not reimburse for such rentals.
6. ***See the “Expense Reports – All Volunteers” section for instructions on claiming expenses for reimbursement.***

Expense Reports – All Volunteers

1. Standard **expense report forms** will be provided and should be submitted within five (5) working days after the meeting. Forms must be signed (electronic signature is acceptable) and include where and to whom the reimbursement should be mailed.
2. **Itemized receipts** or legible electronic copies must be included with the expense report. Bank or credit card statements are not itemized receipts. Original receipts are required for durable goods such as electronics, and pre-approval to purchase such goods on behalf of the Foundation is required.
3. WRF reimburses actual expenses incurred and does not reimburse **per diem travel expenses**.
4. WRF will reimburse up to \$50.00 for expenses with **missing receipts**. When possible, provide a bank or credit card statement to substantiate the expense.
5. Expenses incurred in **foreign currencies** will be converted to US Dollars (USD) by WRF when submitted, or you may provide a bank or credit card statement to show the USD conversion charged.

Insurance Coverage for Volunteers

The Water Research Foundation's business insurance package extends to volunteers for bodily injury, property damage, and travel accidents during domestic and foreign travel. Volunteers should contact WRF's Chief Operating Officer 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.

- **Auto Insurance:**
 - WRF does not provide auto insurance for Volunteers.
 - WRF volunteers may not use rental cars when traveling on behalf of the Foundation, and WRF will not reimburse for such rentals.