

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

Board/Committee meetings associated with conferences

1. Directors (or the organization they represent) are expected to pay all travel costs (including airfare, rental cars, mileage, taxi/ride share, shuttle, parking, etc.) to Board/Committee meetings that are associated with conferences (such as the AWWA ACE Conference or WEFTEC). An exception to this rule will be allowed for Directors who do not attend the conference* or who reside outside of North America. WRF will reimburse for expenses incurred outside of expected conference costs to attend Board/Committee meetings, such as additional hotel nights and additional meals.
2. 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 (such as the Subscriber Breakfast at ACE).
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.

**Directors who do not attend the conference may use the Travel & Transport service as noted below.*

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 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 who wish to avoid upfront expenses may use WRF's travel agency, Travel & Transport, for flight arrangements. To make your reservations, contact Connie Grigsby of Travel & Transport at 303-427-4686 or 866-481-4040 (toll-free), or email DE@tandt.com.
3. 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.)

4. Lodging and food expenses will be reimbursed for the day preceding, the day of, and one day following the Board/Committee meeting.
5. All other expenses (taxi, ride share, shuttle, baggage fees, wi-fi), which are normal and usual, will be reimbursed by WRF. Rental cars may be used when mileage becomes prohibitive for taxi/ride share use.
6. 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.

Committee Members and Other Volunteers

1. Items 2 through 4 below do not apply to WRF committee meetings/events held during conferences 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).
2. 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 who wish to avoid upfront expenses may use WRF's travel agency, Travel & Transport, for flight arrangements. To make your reservations, contact Connie Grigsby of Travel & Transport at 303-427-4686 or 866-481-4040 (toll-free), or email DE@tandt.com.
3. 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.)
4. Lodging, food, taxi/ride share, telephone, and other normal expenses 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.

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 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
 - 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)