

APPA's TRAVEL POLICY

Meetings	Executive	Board	Board	Comm./Task Force	Regional	Annual		Other	International
	Meeting	Meeting-Feb.	Meeting	Meeting	Ann. Meeting	APPA 20XX		APPA Prog.	Travel
	Jan./June note 1	January note 1	July/August note 1	January note 1	note 1	July/August note 1	note 3	note 1	note 1
Officer Title/Coverage	Travel	Travel	Travel	Travel	Travel	Travel	Reg.	Travel	Travel
President (Note 2)	X	X	X		X	X	X		AUDE
President-Elect (Note 2)	X	X	X		X	X	X		TEFMA
Past President (Note 2)	X	X	X		X	X	X		HEFMA
Vice Presidents	X	X	3 nights lodging only	X					
Secretary-Treasurer	X	X	3 nights lodging only						
Chair/Vice Chair Sr. Regl Rep to Exec Cmt	X	X	3 nights lodging only						
Senior Regnl. Reps. (Note 3)		X	2 nights lodging only						
Junior Regnl. Reps. (Note 3)		X	2 nights lodging only						
Incoming Regnl. Representative		Group meals only	1 night lodging only						
At-Large Board Member (Note 3)		X	X			X	X		
Committee/Task Force Members				X					
Faculty for APPA Programs								X	
Incoming Elected Officer(s) & Vice Chair	X		2 nights lodging only						

NOTES:

1. TRAVEL includes the following items:

* Ticket for coach-class airline, train, bus or mileage for the most direct distance from your home location to the destination.

* Lodging for the meeting period, i.e. covers one day prior to and following the meeting **EXCEPT** for the APPA20XX Conference board meeting as noted in table.

* *International Travel:* As the APPA delegate for the AUDE, HEFMA, and TEFMA annual meetings, travel covers transportation and lodging allowing two (2) days in-advance of meeting and two (2) days after the meeting for visiting campuses within close proximity to location.

* *Regional Meeting:* APPA travel covers transportation, hotel and conference registration for the president OR the president's designate/ delegate to each regional meeting.

(NOTE: This is usually determined in the summer by the president-elect in anticipation of his/her upcoming presidential year.)

* Meal per diem allowance \$65 per day inclusive of all charges including tips.

2. Travel coverage for **spouse/guest** is limited to the president, president-elect, immediate past president, **ONLY** when they travel to APPA 20XX, Regional Annual Meeting(s), AUDE, HEFMA, and TEFMA. Spouse/guest expense covered by APPA is taxable income for the recipient, and APPA will issue a 1099 tax form at the end of the calendar year.

3. Complimentary registration fee for the APPA 20XX applies to: President, President-Elect, Immediate Past President, and their Spouse/guest; At-Large Board member and his/her spouse/guest; and spouse/guest **ONLY** of "official" current sitting board members.

4. Rental cars, additional nights of lodging, and meals for multiple guests are not covered unless otherwise approved in advance by APPA.

5. **Staff Contact: Officers;** Holly Judd, 703-684-1446 x234, holly@appa.org. **Program Development;** Suzanne Healy, 703-684-1446 x233, suzanne@appa.org

NOTICE: -Please refer to the APPA Travel Policy for Volunteer Board for greater details. This travel policy is subject to change as needed depending on APPA's financial position.

Last Revised July 2018



APPA TRAVEL POLICY FOR VOLUNTEER BOARD

A. General

The APPA travel policy follows the requirements established by the Internal Revenue Service to protect both APPA and its Volunteer Board from violation of tax regulations.

APPA provides reimbursement to its volunteer board for pre-approved travel related expenses to include transportation, hotels, and meals. These expenses must be reasonable and necessary, as well as business-related.

B. Allowable Expenses:

Travel:

Board – Travel includes coach-class air fare for the most direct route, cab or shuttle, public transportation, mileage (at the current IRS rate), parking expenses, and tolls. In-advance purchase of airline tickets and weekend stay are encouraged whenever possible.

Board Spouse – Travel coverage for spouse, partner or guest is limited to the president, president-elect, and immediate past president **ONLY** when traveling to **APPA 20XX, Regional Annual Meeting(s), and TEFMA, AUDE, and HEFMA**. Spouse, partner or guest expenses covered by APPA is taxable income for the recipient, and APPA will issue a 1099 tax form at the end of the calendar year.

Lodging:

Lodging for the meeting period covers one day prior to and following the meeting EXCEPT for the APPA 20XX Conference board meeting and International travel, please refer to the Travel Policy Table for additional details. Room and tax charges will be billed directly to APPA's master account when possible.

Meals:

The volunteer board is expected to participate in all APPA planned meal functions. When traveling on APPA business with *no pre-scheduled meal function*, APPA will follow a Per Diem as follows: General meal allowance is \$65 per day inclusive of all charges including tips. Individuals with severe meal restrictions that need to purchase food will be reimbursed at the same meal allowance rate as noted above if not feasible to join planned meal functions.

Tips:

Cash tips within a customary range to service employees of the airport and hotel which are not included as part of the transportation or meal expenses are covered.

C. Unallowable Expenses

Private guests: If an individual travels with a private guest while on APPA business, expenses for the guest must be covered from his/her own funds.

Other Incidentals: Movie rental, laundry (except emergency), and other personal expenses **are not** covered by APPA.

D. Procedures

1. An APPA Expense Report must be used to request reimbursement. The form must be filled out completely and accurately with all receipts attached to the report or scanned with your electronic submission. Reports should be submitted within three weeks from completion of travel to the attention of Holly Judd at holly@appa.org or mailed to APPA, ATTN: Holly Judd, 1643 Prince Street, Alexandria, VA 22314-2818.
2. APPA's credit card holders should forward all credit card receipts to the APPA accounting office within three weeks from completion of travel as well.

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