

# **LWML TEXAS DISTRICT TRAVEL POLICY**

*Adopted February 23, 2013 (revised 09-26-2013, 05-22-2016, 09-07-2018, & 02-15-20)*

## **Overview**

This travel policy applies to all personnel who are on the LWML Texas District Executive Committee, Board of Directors, committees or task forces, or third parties that have been contracted to work or volunteer to work with LWML at the district level.

Since LWML is a voluntary organization, it is expected that personnel will accept the lowest available cost, provided it does not negatively impact their personal time as they travel.

## **Approvals**

The travel policy identifies situations that require approval before travel. Approvals must be obtained by email and sent to the LWML Texas District President before any travel arrangements can be made.

## **Meetings**

### ***Call Letter***

For any meeting, a call letter from the District President will be sent to attendees. The *Call to Meeting* will include the date and the place of the meeting.

### ***Approvals Required if Traveling Different Dates or Location***

Travelers are expected to arrive and depart on the specific dates and times, and travel from their homes to the location of the meeting. If a traveler wishes to travel on different dates or arrive/depart at a different location from what was identified in the call, then he or she must get approval before making any travel arrangements. The traveler must also pay for any additional lodging expenses and the difference in cost of the airfare if it increased due to a different itinerary.

### ***Event Registration Fee(s)***

LWML Texas District will reimburse LWML convention registration fees of those designated in the LWML Texas District Standing Rules. Only the lowest (i.e. early registration) will be reimbursed. Late fees or extra charges incurred after early registration deadline will not be reimbursed. No fees associated with cancellations will be reimbursed. Attendance at all sessions of event is expected.

## **Transportation**

### ***Overview***

LWML Texas District will reimburse the lowest available means of transportation by comparing the airfare with vehicle travel on the due date specified in the call letter or a predetermined date.

### ***Air Travel***

The LWML Texas District standard for air travel is coach class. Exceptions to this standard must be approved in advance of booking if it increases the cost of the ticket. If it does not increase the cost of the ticket, documentation needs to be provided to the District President.

**Travelers must contact the District President before booking a flight.** Travelers are required to book flights through LWML's designated travel agent at least 30 days in advance or as stated in the *Call to Meeting*. Exceptions to this standard must be approved in advance of booking if it increases the cost of the ticket. If it does not increase the cost of the ticket, documentation needs to be provided to the District President. The travel company will schedule the lowest price airfare that will get you to the meetings on time. Travelers who choose to take a different flight in order to avoid longer travel time are required to pay the difference of the ticket price for any amounts over \$30.00 one-way or \$60.00 round trip. Travelers are encouraged to accept the lowest available airfare based on the following parameters:

- Fare does not increase by more than \$30.00 one-way or \$60.00 round trip.
- Time window: Arrival/departure within two hours of the requested time.
- Note: This policy does NOT apply to travelers who have requested to travel on different dates or from locations other than home because of personal preference.

If the airfare transportation was not prepaid by LWML Texas District, an original itemized airline receipt, an e-ticket receipt/statement or an internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

If a flight needs to be rebooked call the LWML Travel Agent immediately. Expenses for flights that are cancelled or changed by the airline and need to be rebooked will be paid by LWML Texas District.

If a flight needs to be rebooked due to personal reasons, any additional costs will be the responsibility of the ticket holder.

### ***Additional Fees***

Airline baggage fees are reimbursable for the first checked piece of luggage only within the weight limitation. Any additional fees are the traveler's responsibility.

Upgraded airline seat fees are not reimbursable. In-flight entertainment fees or in-flight Wi-Fi fees are not reimbursable.

Fees from changes to air reservations based on personal preferences are not reimbursable.

### ***Vehicles***

Travelers who choose to drive will be reimbursed based on the mileage reimbursement that is stipulated in LWML Texas District Standing Rules, provided that it is less than the lowest available airfare. The total mileage reimbursement will not exceed the sum of the lowest available round-trip coach airfare and the mileage cost for one round trip between the residence and the airport.

For reimbursement, documentation of the round-trip mileage using a mapping website must be provided to the District President within 60 days of event. Travelers may opt to request reimbursement for gasoline in lieu of the mileage rate. In these instances, original itemized receipts are required.

Drivers should be aware of the extent of coverage (if any) provided by their automobile insurance company for travel that is business or not personal in nature. When driving a personal vehicle on LWML business, personal liability coverage is primary. The LWML policy will provide *liability-only* protection after personal policy limits are exhausted.

### ***Travel Between Residence and Transportation Station***

The cost for one round-trip between the residence and the transportation station is reimbursable with documentation using mapping software.

### ***Parking at the Transportation Station***

It is expected that travelers will utilize the lowest cost parking available. Parking costs will be reimbursable up to the cost of one round-trip taxi ride. Receipts are required for parking fees (including airport parking).

### ***Shuttle Service***

If the hotel provides a free shuttle, alternate transportation to/from the hotel is not reimbursable. If no free shuttle is provided, it is expected that, when able, travelers will share rides via taxi or other means, to the maximum extent possible.

### ***Car Rental***

When renting a vehicle on LWML Texas District business, contact the District President for guidance before entering into any contract.

### ***Toll Road***

Toll road expenses will be reimbursed with documentation.

### **Lodging**

When the LWML Texas District has contracted with official listed hotels for participants' lodging, LWML Texas District has an obligation for a specific number of reservations with each listed hotel. If the minimum number of reservations is not met, LWML Texas District has financial commitments which must be paid due to any shortfall. LWML Texas District strongly encourages participants' lodging at the listed hotels.

Lodging reimbursements should reflect actual expenses (shared equally among all room occupants) not to exceed one-half (1/2) the double occupancy rate at the listed hotels, except for pastoral counselors based on one person per room per night of meeting dates.

### **Other Expenses**

#### ***Participation in Servant Activities Occurring at Events***

Although LWML Texas District encourages participation in servant activities scheduled at conventions and other events, fees associated with those activities will not be reimbursed.

### ***Meals***

Travelers will receive reimbursement of a daily per diem for meals as stipulated in the LWML Texas District Standing Rules. Travelers may receive 50% of daily per diem en route to and from location.

If the meeting or event provides meals at no charge to the participants, the daily per diem rate will not apply.

### ***Tips***

Reasonable tips will be reimbursed. A guideline for tipping which can be reimbursed:

- Taxis: 10–15% of the fare
- Luggage transfers: \$1–\$2 per bag

- Housekeeping: \$1 per person per day

**Exceptions to the Travel Policy**

Exceptions will be handled on a case-by-case basis and will need approval before any arrangements or reimbursements can be made.

**Miscellaneous**

It is important to keep all receipts for which expenses were paid. A photocopy of the registration form documenting payment of registration is required for reimbursement. All receipts for flights, parking, registration, etc. should be stapled to expense voucher and be signed and submitted to committee chairman (if applicable) and to District President within 60 days of event.

If prepayment of above referenced expenses presents a financial hardship, advances may be obtained as necessary by special request to the District President.