

2026-2028

LWML TEXAS DISTRICT TRAVEL POLICY

Adopted February 23, 2013 (revised 09-26-2013, 05-22-2016, 09-07-2018, & 02-15-20) - 8/23/2025

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 most cost-effective transportation option based on a full comparison of vehicle and air travel expenses—not solely the lowest airfare available on the date specified in the call letter or predetermined schedule.

When comparing the cost of driving versus airfare, the following factors will be considered:

Airfare-related costs include round-trip coach fare, airport parking, mileage to and from the airport, one checked bag fee, ticket service fee, and necessary ground transportation (e.g., taxi, Uber, shuttle, rental car) unless provided by the event or host.

Driving-related costs include mileage via the shortest route, venue parking for all event days, meals for added travel days, and lodging for additional nights if approved in advance. Driving will only be reimbursed if its total cost is less than the combined cost of airfare and related expenses.

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.

For **Convention Air Travel**, 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 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 related costs outlined above. Reimbursement for personal vehicle travel will be provided at the rate as stated in the Standing Rules or actual cost of fuel with receipts.

- **Drivers** may claim either mileage or fuel reimbursement, but not both. In these instances, original itemized receipts are required for fuel reimbursement.
- **Passengers** may be reimbursed for fuel expenses **only if they personally paid for the fuel** and provide an itemized receipt.
- Reimbursement is limited to one claim per vehicle per trip. Duplicate claims for the same travel leg will not be accepted.

For reimbursement, documentation of the round-trip mileage using a mapping website must be provided to the District President within **30 days of event**.

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 using online taxi calculator. Receipts are required for parking fees (including airport parking).

Parking at a Venue

The district will cover venue parking costs when a member chooses to drive to the event. The extra cost of parking may not exceed the cost of the cheaper mode of transportation.

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

The district will only reimburse for extreme circumstances and only with prior approval from the District President. You must 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.

Extended Travel

If driving exceeds 8 hours to the destination, prior Presidential approval is required for any additional lodging nights for the round trip.

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

Registered convention meals will be reimbursed for a full day attendance at a convention up to the daily per diem for meals as stipulated in the LWML Texas District Standing Rules. Half day attendance at a convention will be the cost of one registered convention meal or 50% of the daily per diem.

If the convention provides meals at no charge to the participants, the daily per diem rate will not apply. Effective with the 2026-2028 biennium meals to and from meetings will not be reimbursed.

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 **30 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.

Reimbursable Expenses (per guidelines)

- Convention Registration Fee.
- Air Travel.
- Mileage and Fuel Expenses.
- Event Parking/Long/Short-term airport parking.
- Shuttle Service (if not provided).
- Car Rental – with prior approval.
- Lodging (1/2 room cost).
- Lodging (Extended travel with prior approval).
- Meals.
- Toll road.
- First checked luggage.
- Travel tips.

Non-reimbursable Expenses

- Upgraded airline seat fees are not reimbursable.
- In-flight entertainment fees or in-flight Wi-Fi fees are not reimbursable.
- Participation in Servant Activities occurring at events is not reimbursable.
- Overweight or additional luggage is not reimbursable.