



The Western District of the Institute of Transportation Engineers encourages its Board of Direction and District Committee Chairs to travel to certain functions as part of their duties and/ or to facilitate outreach to the Sections and Chapters on behalf of the District.

- I. The District recognizes that requiring the Board of Direction and Committee Chairs or their employers to pay for the cost of this travel would limit the opportunity for some District members to participate at the District level.
- II. It is the policy of the ITE Western District to reimburse travel expenses, per the conditions of this policy, for the members and meetings outlined in Table 1.
- III. An annual travel budget shall be established, approved, and published by the District Board at its annual Board Meeting.
- IV. International Director and Elected Officer Reimbursable Travel Expenses:
  - A. By September 1 of each year, the incoming Senior International Director (aka the Middle International Director) shall collaborate with each International Director and elected officer to prepare a summary of annual travel requests for the fiscal year (October 1 – September 30) with a travel cost estimate for each meeting. Each person's travel request shall include the location, date and purpose of the meeting, estimates for applicable airfare/train/auto travel, hotel, food (if not covered by the meeting or function) and all other anticipated (incidental) costs for the meeting. Following the initial collaboration, the travel request prepared by each person shall be submitted to the Senior International Director, and broken up into two categories:
    - Type 1 – Required Travel as noted on Table 1. Attendance and reimbursement for Type 1 travel shall be approved first by the Senior International Director.
    - Type 2 – Discretionary Travel as noted on Table 1. Depending on the overall remaining travel funds for the year, travel to these meetings will be subject to approval by the Senior International Director and President. To maximize the District's limited budget resources, the Senior International Director and President will designate one District representative for each of these meetings to minimize overlapping travel expenses.
  - B. By September 30 of each year, the incoming Senior International Director shall prepare a Draft Annual Travel Schedule for submittal to the President listing meeting type, purpose and location, designated Board Member or Officer, date, and anticipated expenses which shall fit within the approved travel budget. During the year, the President shall coordinate with the Senior International Director regarding any modifications to the Travel Schedule.

The Secretary-Treasurer shall receive a copy and be responsible for regularly reporting to the President and Senior International Director on total travel budget spent to date. If a request is made to attend a meeting or function not included in the Annual Travel Schedule provided to the President, then a request for travel and reimbursement shall be submitted to the President prior to the event, and will be subject to budget constraints as per IV.C.

- C. Once all travel funds have been exhausted from the annual budget, the President and Senior International Director may authorize additional travel by identifying the source of travel reimbursement funds and securing approval from the Senior International Director. Without this authorization, additional discretionary travel expenses will not be approved or reimbursed.
- D. Allowed reimbursable travel funds for International Directors and elected Officers are governed by and limited as follows:
  - i. Travel: Travel expenses that may be reimbursed include:
    - 1. Airfare. Round trip coach airfare from the member's home to the meeting. If a member travels to multiple destinations then only the equivalent portion of the trip to and from the meeting shall be reimbursed. Advance purchase is recommended to reduce airfare costs. If the member chooses to combine their travel with other activities not related to the District, the reimbursement is not to exceed the cost of the equivalent round trip coach airfare between the member's home and the meeting.
    - 2. Baggage fees.
    - 3. Another mode of travel. A member may choose another mode to travel to the meeting; however, the reimbursement shall not exceed the cost of the equivalent round trip coach airfare. For members who choose to drive, travel will be reimbursed at the current mileage rate allowed by the IRS, up to the equivalent round trip coach airfare.
    - 4. Ground transportation between the airport and meeting. Rental car expenses at meeting locations (to travel to/from the hotel from the airport) will only be reimbursed where the cost of the car rental is equal to or less than other ground transportation options or where such rental reduces the overall cost of ground transportation.
    - 5. Mileage between home and airport with airport parking or ground transportation service to and from the airport. Mileage will be reimbursed at the current mileage rate allowed by the IRS and members are encouraged to use economy or off-site parking lots.
  - ii. Only the member that is incurring the cost of travel may be reimbursed. If no cost is incurred by the member then no expense shall be claimed or reimbursed.
  - iii. If a reimbursement request has been submitted for a portion of a trip (i.e., for just the travel in advance of the trip, prior to hotel or other reimbursable expenses being incurred), any subsequent reimbursement requests for the same trip shall include the

previous reimbursement requests for that trip (and noted as paid if appropriate). Subsequent requests for the same trip should include all previous requests with the final request noted as "Final" so that the total cost of the trip can be accounted for and compared to the initial estimate (per IV.A)..

- iv. Lodging: Lodging expenses, including taxes and services charges, may be reimbursed. Room rates should be at the conference room rate (if available) or comparable to the current GSA rate (<http://www.gsa.gov/portal/category/104711>). All reimbursements for lodging expenses will be subject to review by the Senior International Director and President. If no rates are found that are comparable to the GSA or offered meeting rate, then the rate must be within reason and approved by the Senior International Director and President prior to travel. Advance reservations are recommended to reduce costs whenever possible.
  - v. Meals: The maximum reimbursement amount for meals shall be governed by the current GSA guidelines (<http://www.gsa.gov/portal/category/104711>) and includes taxes and tips. Receipts for each day's meals shall not exceed the per diem amount for that locale. Exceptions to the GSA food per diem can be made if the meal expense was a fixed price for a meeting dinner, and noted as such on the receipt.
  - vi. Incidental Expenses: Incidental expenses are defined as any tips (including those given to porters, baggage carriers, and hotel staff), gifts, snacks, WiFi, and any other expenses. These expenses will not be reimbursed unless prior approval is obtained from the Senior International Director and President. Any meal and beverage expenses are governed by IV.D.v and are not considered as an incidental expense.
  - vii. It is the responsibility of every International Director and Board Member to minimize travel expenses as reasonable and to maximize the travel budget of the District. *Maximizing the District's limited budget resources will allow for attendance at more meetings and functions (Type 2 Discretionary Travel) throughout the year.*
  - viii. Travel Reimbursement Forms shall be submitted for approval within 60 days of the event. Forms for summer and fall expenses must be submitted prior to September 30 so that they are recorded and paid in the appropriate fiscal year.
- V. District Administrator Travel Expenses. Reimbursable travel expenses for the District Administrator are governed by the policies discussed in Section IV.D. In addition, the District Administrator may be reimbursed for registration fees for either a Western District Annual meeting or a joint Western District meeting with International. A travel budget for District Administrator travel expenses is established on an annual basis and the maximum reimbursed amount shall not exceed this budget.
- VI. Committee Chair Travel Expenses. Reimbursable travel expenses for District Committee Chairs only includes travel from the member's home to the meeting as governed by the policies discussed in Section IV.D.i. A budget for WesternITE Committee Chair travel expenses is established on an annual basis, primarily for travel to the Mid-Year Board Meeting.. Committee Chairs may be able to obtain reimbursement for the Annual Meeting if there is travel budget remaining after the Mid-Year Board Meeting In addition, the WesternITE Advertising Manager may be reimbursed up to \$500 for travel expenses associated with travel to one (1) vendor

show per fiscal year. The maximum reimbursed amount for all Committee Chair travel shall not exceed the annual budget unless approved by the President prior to travel.

- VII. The limitations described above assume that the member has traveled to serve primarily on behalf of the Western District. If the member is also performing activities in support of their employer or other agencies, the member will submit no more than a correspondingly appropriate proportional share of travel expenses for reimbursement by the Western District.
- VIII. International ITE is responsible for expenses associated with travel by Western District members elected as officers of International ITE. This includes International President, International Vice President, and International Past President. Expenses for Western District International Directors are not covered by International ITE but are covered under other sections of this policy.
- IX. Allowable expenses will be promptly reimbursed by the Western District Secretary-Treasurer upon submission of a Western District [“Travel/Expense Reimbursement Request Form”](#) and appropriate receipts for expenses, including air travel, ground transportation, hotel, meals (not to exceed per diem amount for the locale), and approval from the Senior International Director. The Senior International Director’s reimbursement request shall be reviewed and approved by the District President.

**Table 1**

**ITE Western District-Supported Meeting Travel Reimbursement<sup>1</sup>**

	International Directors	Past President	President	Vice President	Secretary Treasurer	District Administrator	District Committee Chairs
Western District Annual Board Meeting	X	X	X	X	X	X	X <sup>2</sup>
Western District Mid-Year Board Meeting	X	X	X	X	X	X	X <sup>2</sup>
International ITE Annual Meeting	X		X <sup>3</sup>				
Exchange of Records Meeting <sup>4</sup>				X	X		
Formal Meetings of the ITE International Board (including the International Nominating Committee Meeting)	X						
Western District Section/Chapter, Student Leadership Summit, or Other Meetings	X <sup>5</sup>		X <sup>5</sup>				2

<sup>1</sup> Any exceptions to Table 1 (i.e. who attends what meeting or function) must be approved in advance by the District President and Senior International Director, and will be subject to available travel funds.

<sup>2</sup> District Committee Chairs may use funds available in the Committee Chairs’ travel budget to reimburse airfare or mileage expenses to the District Mid-Year Board Meeting. Committee Chairs may request reimbursement for travel to the Annual Meeting if there is budget remaining after the Mid-Year Board Meeting. In addition, the WesternITE Advertising

Manager may use available funds to reimburse airfare or mileage expenses to one (1) vendor show per year. (Chairs should communicate their request to utilize Western District travel budget two months in advance of the meetings). The use of this travel budget (and any use of Committee chair budgets for travel use) shall be coordinated with and approved by the Vice President. The Committee Chairs' travel budget shall be considered a not-to-exceed amount for the purposes of reimbursements.

<sup>3</sup>The incoming President of the Western District will be reimbursed for travel to the International ITE Annual Meeting. Travel reimbursement is provided to allow the incoming President to attend the International ITE Annual Meeting and scheduled leadership meetings.

<sup>4</sup>The President is encouraged to attend the Exchange of Records Meeting depending on location and budget availability. As an alternative, the President can participate via conference call for all or part of the meeting.

<sup>5</sup>For discretionary travel, including Section, Chapter, Student Summit or other meetings, requests must be coordinated between the Senior International Director and the President regarding who is attending and the travel costs. All discretionary travel will also require approval and budget allocation by the Senior International Director and District President, subject to available travel budget per the same guidelines noted above for travel and reimbursement. Depending on the available travel budget, it is possible that meetings or functions that fall under this category may be subject to full, partial or no reimbursement.

Adopted July 19, 2015

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