Policy: Travel & Reimbursement

Purpose: To provide a formalized structure to chapter members when traveling on behalf of the chapter for approved society functions.

1. Chapter members are responsible for making their own travel arrangements. It is strongly encouraged that pre-registration is accomplished to help curve the costs as well as watching for airline and hotel deals prior to travel date.
2. All expenses incurred will be reimbursed up to $1500.00 per chapter member. Any expenses beyond this amount will be the responsibility of the chapter member.
3. An expense report is required to be completed (refer to expense voucher procedure) and accompanying receipts must be attached.
4. Reimbursement will not be provided without a receipt.
5. Forward the expense report to the Treasurer.