



TRAVEL POLICY

Approved June 9, 2022

A. Purpose

The purpose of the ERAPPA Travel Policy is to provide Board members, Committee Members, and those traveling on ERAPPA scholarship with specific guidelines covering travel and other business expenses.

As a general guideline, it is expected that travelers and individuals approving travel vouchers will interpret this policy in a manner that keeps expenses to a minimum.

Travelers should also bear in mind that government agencies and other observers may perceive certain expenditures as being either excessive or inappropriate in the context of a regulatory audit, an IRS audit, or other similar review of the organization's activities. Thus, moderation and discretion should guide the traveler's decisions when incurring expenses on ERAPPA's behalf.

B. General

The association reimburses individuals for expenses incurred while traveling to and from locations in support of authorized ERAPPA business, as well as those individuals attending APPA-affiliated educational programs on scholarships.

ERAPPA policy for travel expenses follows the requirements established by the Internal Revenue Service to protect both ERAPPA and participating individuals from violation of tax regulations.

C. Allowable Expenses (Reference ERAPPA Expense Policy Detail)

Travel: Includes coach-class air fare for the most direct route, cab or shuttle fare, fare for public transportations, mileage (at the current IRS rate), parking expenses, and tolls. Advance purchase of airline tickets and efforts to keep costs down are encouraged whenever possible.

Meals: Individuals are expected to participate in any planned functions which include meals. For meals not included in the program, ERAPPA will reimburse for meal expenses and tips related to meals at a rate not to exceed published GSA per day rates. Individuals are expected to claim the lesser of actual meal costs or per diem. Meal receipts are not required to support the claim for full or partial day per diem.

<http://www.gsa.gov/portal/category/104711>

Lodging: Only room costs and tax charges will be reimbursed for actual meeting/program dates. Additional nights to accommodate reasonable travel time must be approved by the ERAPPA Board.

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.

D. Unallowable Expenses

Private guests: If an individual travels with a private guest while on ERAPPA business or scholarship, expenses for the guest must be covered from his/her own funds. This includes group meals that ERAPPA may host.

Limo service or other premium ground transportation, unauthorized change fees to booked travel and excessive meal costs will not be covered.

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

E. Procedures

1. An ERAPPA Expense Report must be used to request reimbursement. The form must be filled out completely.

2. For audit documentation purposes, all original receipts should be attached to the report (with the exception of meal receipts, which are not required).

3. Settlement of travel charges must be completed within four (4) weeks of the completion of travel, but should be completed as soon as possible after the conclusion of the trip. Individuals who do not settle travel expenses within four (4) weeks of the end of travel may not be eligible for reimbursement of expenses paid personally.

4. Travel reimbursement will be in US funds. Adjustment for exchange rates will be made.

5. For the convenience of our travelers, ERAPPA often engages the services of a travel agent to arrange travel. Members are encouraged to use this service. Transportation costs booked through our travel agent are billed directly to ERAPPA.