

PMI Columbia River Basin Chapter

TRAVEL POLICY

It is the policy of the Columbia River Basin Chapter (CRBC) that all official travel shall be properly authorized, reported, and reimbursed in accordance with approved PMI procedures. CRBC members are expected to exercise good judgment in the use of funds. Personal travel is not to be charged to CRBC. When a CRBC member travels under the sponsorship of another organization, travel expenses may not be charged to a CRBC account.

AUTHORIZATION TO TRAVEL

All official CRBC travel must have prior approval. If approval is not obtained before departure, members may be liable for the expenses incurred.

TRANSPORTATION EXPENSES

Members are expected to make every effort to obtain the most economical rates, use the most economical mode of transportation, and use the most usually traveled route consistent with the purpose of the trip.

Air Travel

Coach class or any discounted class shall be used in the interest of economy on all domestic or foreign flights. Except in extenuating circumstances, written authorization for reimbursement of airfare for business-class or first-class service must be obtained in advance from the CRBC. In any case, approval is required before a travel expense report can be processed for payment.

Automobile Travel

Reasonable charges for necessary parking, as well as charges for ferries, bridges, tunnels, or toll roads while on official travel may be claimed by the vehicle operator.

PER DIEM ALLOWANCE

The per diem allowance (lodging plus M&IE) is based on a calendar day. Reimbursement begins with departure from home or office and ends with arrival at

home or office. Seventy-five percent of the applicable M&IE is reimbursed for the first and last day of travel. No reimbursement is made for M&IE expenses when a trip takes less than 12 hours. Travel that lasts more than 12 hours but less than 24 hours is reimbursed at 75% of the M&IE rate published for the appropriate locality.

MISCELLANEOUS EXPENSES

Miscellaneous expenses that are ordinary and necessary to accomplish the official business purpose of the trip are reimbursable. Claims for reimbursement must include an explanation of why the expense was incurred. Any miscellaneous expense of \$75 or more must also be supported by a receipt.

TRAVEL EXPENSE REPORTS

A travel expense report is used to account for all travel advances and expenses in connection with an official CRBC trip. When properly completed and approved, this form is used to reimburse the member for any amounts due. A travel expense report must be submitted even if no reimbursement is due to the member, if travel advances or prepayments were obtained.

Trip Report

Following the completion of CRBC approved travel, the member must submit a Trip Report with their Travel Expense Report. The Trip Report should contain the purpose of the trip (e.g., conference, training, meeting, trade show, etc), training or seminars attended, summary of observations, and potential uses/impacts on the CRBC. The Trip report should be ½ to 2 pages in length, depending on the length and purpose of the trip.

Time Limit for Submission

Members must submit a travel expense report and a trip report as soon as possible upon completion of the trip. An expense report becomes delinquent if not submitted within 30 days. When applicable, if the travel advance exceeds the reimbursable expenses, the member submits a check for the excess, made payable to "CRBC" with the travel expense report.