

# Lutheran Women’s Missionary League

## English District Travel Policy

Part of LWML Executive Committee Standing Policies

Adopted August 22, 2015

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## **Overview**

This travel policy applies to all personnel who are on the LWML English District Executive Committee.

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.

## **Meetings**

### **Call Letter**

For any meeting, a call letter from the President will be sent to attendees. The call letter will include the date and the place of the meeting. This letter will include details on travel, lodging, and other pertinent information.

### **Approvals Required if Traveling Different Dates or Locations**

Attendees are expected to arrive and depart on the specific dates and times, and to travel from their homes to the location of the meeting. If an attendee 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 attendee must also pay for any additional lodging expenses and the difference in cost of the airfare if it increased due to a different itinerary.

## **Travel Reservations**

### **Overview**

LWML will reimburse the lowest available means of transportation by comparing the airfare with rail, bus, or vehicle travel on the due date specified in the call letter or a predetermined date.

### **Air/Rail/Bus Reservations**

The LWML standard for air/rail/bus 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 President.

People who choose to take the rail or bus will be reimbursed for either the lowest-available airfare or rail/bus fare, whichever is less.

Travelers are expected to accept the lowest available airfare. Board member should book air travel at least six (6) weeks before the event. Confirmation should be sent to the President and Treasurer. If booking later, the individual must pay the difference.

### Additional Fees – Airlines

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 seat fees are not reimbursable.

In-flight entertainment fees or in-flight Wi-Fi fees are not reimbursable.

Meals purchased on board a flight are reimbursable if this is the only meal that will be reimbursed on the day of travel.

Fees from changes to air reservations based on personal preferences are not reimbursable.

### Vehicles

Those who chose to drive will be reimbursed at thirty-five (35) cents per mile plus tolls if driving, until you reach the lowest airfare. For reimbursement, documentation of the round trip using mapping software must be provided with the expense voucher

Mileage to and from the airport will also be reimbursed at thirty-five (35) cents per mile.

### Lodging

In normal circumstances, lodging will be provided for all attendees on the master bill. Room assignments are made by the President. If a board member should elect to room with a non-board member they will be responsible for paying the hotel bill. An expense voucher can be filled out for reimbursement up to one-half of planned room expense.

Room service, use of mini-bar, in-room entertainment fee, Wi-Fi fee, or any additional fees in the hotel room are not reimbursable.

If, the hotel provides a free shuttle any alternate transportation to/from the hotel in not reimbursable.

### Other Expenses

#### Meals

A \$25 daily meal allowance, including tax and tips, is granted for traveling to and from meeting, with receipts. Enter the exact amount of meal expenses on the Expense Voucher.

If the meeting provides meals, no other meals are reimbursable during the meeting time.

Alcohol is not reimbursable.

### Travel between Residence and Transportation Station

The cost of one round-trip between the residence and the transportation station is reimbursable.

### Parking at the Transportation Station

It is expected that travelers will utilize the lowest cost parking available, which is usually long term parking. The parking costs will be reimbursable up to the cost of one round-trip taxi ride.

### **Vehicle Use on LWML Business**

LWML members who use their personal vehicles when transporting LWML event guests and speakers must possess a valid driver's license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance, and have no recent (past 3 years) history of accidents or serious moving violations.

### **Exceptions**

Exceptions will be handled on a case-by-case basis and will need approval before any arrangements or reimbursements can be made.