

## **VOLUNTEER TRAVEL EXPENSE REIMBURSEMENT POLICY**

### **1.0 Purpose**

This policy defines the travel expense reimbursement policy for ASNT volunteers.

### **2.0 Scope**

This policy applies to volunteers who travel for ASNT official purposes. This includes, but is not limited to, the ASNT Officers and Directors, Council and Committee members, and Regional Directors.

### **3.0 References**

3.1 Attachment 1 - ASNT Volunteer Travel Request and Authorization

3.2 Attachment 2 - ASNT Volunteer Travel Expense Report

### **4.0 Policy**

ASNT shall reimburse volunteer travel expenses only for “official travel”, which is defined as travel (a) conducted on behalf of ASNT, (b) in the performance of the duties and responsibilities of the volunteer’s elected or appointed position, (c) in support of the goals and purposes of the Society, and (d) authorized in the annual budget or by the Executive Director. This may include local travel which does not require overnight lodging or which uses a personally owned vehicle (POV).

### **5.0 Employer Support, Personal Travel, and Guest Travel**

5.1 Volunteers shall first seek financial support for official travel from their employers. If employer financial support is not available, volunteers may obtain travel expense reimbursement from ASNT to the extent provided in the annual budget or authorized by the Executive Director.

5.2 Volunteers may combine official travel with personal or work travel at their discretion. However, ASNT shall reimburse only those travel expenses which are directly related to the volunteers’ ASNT official duties.

5.3 Volunteers may have guests accompany them on official travel. However, ASNT shall not reimburse expenses incurred by or on behalf of the guests.

### **6.0 Travel Budgets**

6.1 The Executive Director shall consult with the Officers, Directors, Committees and Councils when preparing annual budget proposals to plan funds for volunteer travel.

- 6.2 The annual budget shall provide funds for volunteer travel to support the Society's objectives. Budgets may be at the group or individual level and shall specify the purpose for the travel funds.
- 6.3 Volunteers shall be authorized to expend funds for official travel up to the limits established in the annual budget, and in accordance with the policies provided herein. Trip approval and funding authorization are not required for travel within the limits and for the purposes established in the annual budget.
- 6.4 Volunteers shall obtain trip approval and funding authorization from the Executive Director prior to expending amounts in excess of the amounts budgeted.

**7.0 Travel Authorizations**

- 7.1 When trip approval and funding authorization is required, the volunteer shall submit an ASNT Volunteer Travel Request and Authorization (re: Attachment 1) to the Executive Director at least fifteen (15) days in advance of domestic travel and thirty (30) days in advance of international travel.
- 7.2 The volunteer shall be reimbursed for travel expenses in an amount not to exceed that authorized by the Executive Director.

**8.0 Travel Arrangements**

- 8.1 Volunteers shall arrange official travel on their own, use employer-provided resources, or use ASNT's travel agent.
- 8.2 Volunteers should use best efforts to coordinate travel arrangements with accompanying volunteers and staff in order to minimize shared expenses (e.g., rental cars, taxis, etc.).

**9.0 Insurance**

ASNT maintains business travel accident insurance which protects volunteers while engaged in volunteer duties worldwide. This includes accidental death and dismemberment, accident medical expense, coma, home or vehicle alteration, medical evacuation and repatriation, rehabilitation expense, and seat belt and occupant protection device. In the event a volunteer experiences an accident while on official travel, they should immediately contact the International Service Center (ISC) for assistance.

**10.0 Reimbursement**

- 10.1 Volunteers shall incur only reasonable and necessary travel expenses in the conduct of official travel. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.
- 10.2 Volunteers shall exercise care to avoid impropriety or the appearance of impropriety in the conduct of official travel. Volunteers represent ASNT at all times while on official travel.
- 10.3 Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources.

- 10.4 Volunteers shall submit an ASNT Volunteer Travel Expense Report (re: Attachment 2), with receipts, to the Director of Finance and Controller no later than seven (7) days following completion of official travel. Reimbursement will be made within seven (7) days following submission of all required documentation (request, receipts, etc.).
- 10.5 Receipts are required for reimbursement of expenses of \$25.00 or more. Each receipt should include the merchant's name, date, item purchased and amount. Volunteers shall indicate missing receipts on the request form and provide a brief justification for reimbursement of the expense.

**11.0 Treatment of Selected Travel Costs**

- 11.1 Reimbursement for airfare will be based on "Coach/Economy Class" pricing. Flight segments of more than six (6) hours of continuous flight may be upgraded to the next level of service, excluding first class.
- 11.2 Reimbursement for use of personal-owned vehicles will be provided at the IRS standard mileage rate in effect at the time of travel. When mileage is claimed, reimbursement of gasoline is not authorized.
- 11.3 When attending ASNT conferences volunteers shall lodge at the ASNT-approved hotel. Reimbursement will be limited to the approved room-block rate plus required taxes and resort fees, if any.
- 11.4 Reimbursement for meals will be at actual cost including gratuity not-to-exceed 20%. Reimbursement for guest meals shall be limited to those incurred as a necessary part of the volunteer's official travel. When guest meal reimbursement is requested, the volunteer shall identify the guest(s) and specify the purpose of the meal.
- 11.5 Reimbursement for transfer between work or home and the departure point (airport, train station, etc.), and between the arrival point and hotel or meeting location is authorized. Volunteers should use the most economical transfer method.
- 11.6 Reimbursement for rental cars will be limited to instances where it is more economical than using other forms of available transportation, such as personal-owned vehicles, taxis or ride-share services.
- 11.7 Reimbursement of costs to obtain visas or vaccinations required or recommended by the U.S. Centers for Disease Control and Prevention (CDC) for international travel is authorized when required for official travel.
- 11.8 Reimbursement of miscellaneous and incidental expenses, including, but not limited to, gratuities up to 20%, baggage fees, local phone calls, parking fees, tolls, taxes, and other minor fees paid in the conduct of official travel, are authorized.
- 11.9 Customer loyalty benefits (e.g., frequent flier miles, etc.) earned on official travel may be retained by the volunteer.




Attachment 1

ASNT VOLUNTEER TRAVEL REQUEST AND AUTHORIZATION

<b>1. Volunteer Information</b>			
Volunteer Name:		Date:	
Email:		Phone:	
Board/Council/ Committee/Regional Director:			
<b>2. Travel Information</b>			
Travel Dates:			
Location(s):			
Reason for Travel:			
Are you traveling w ASNT staff or volunteers? If so, list them.			
<b>3. Expense Estimates</b>			
Total Amount Requested:			
Notes:			
<b>4. Request and Certification</b>			
By signing this request, I certify this travel is being conducted on behalf of ASNT in the performance of the duties and responsibilities of my elected or appointed volunteer position in support of the goals and purposes of the Society in accordance with Policy G-16. I agree to immediately obtain supplemental approval in the event my travel expenses may exceed 10% of the amount approved below.			
Volunteer Name	Signature	Date	
<b>5. Approval</b>			
By approving this request, I certify this travel is authorized in accordance with Policy G-16 and is funded in the amount specified below, with restrictions (if any) noted below.			
Executive Director or Designee Name	Signature	Date	
Travel Authorization #:			Amount:
Notes:			

Attachment 2

ASNT Volunteer Travel Expense Report

<b>Name</b> (Check Payable to)	<b>Phone</b>	 <b>Volunteer Travel Expense Report</b>
<b>Mailing Address</b> (Please include: Street, City, State, Zip)	<b>Email</b>	
<b>Dates of Trip</b>		
<b>Purpose of Trip</b>		

Date	# POV of Miles								TOTAL	NOTES
Air									\$0.00	
Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	
Taxi/Shuttle									\$0.00	
Auto Rental									\$0.00	
Parking/Tolls									\$0.00	
Hotel									\$0.00	
Breakfast									\$0.00	
Lunch									\$0.00	
Dinner									\$0.00	
Tips/Gratuities									\$0.00	
Other									\$0.00	
<b>TOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Please refer to Policy G-16 Volunteer Travel Expense Reimbursement Policy for guidance and restrictions.