

Policy on Travel, Montgomery AFCEA Chapter

1. The purpose of this policy is to provide some simple, easy to follow guidelines for funding travel using the funds of the Montgomery AFCEA Chapter.
2. Whenever possible, potential travel should be discussed and approved during Executive Board meetings. Only the President, Vice President, and Treasurer may approve travel, and two of these three office holders must approve any travel or advances. No office holder may approve the funding of his or her travel. Approval to fund travel may be obtained via email, and we recommend travelers keep those emails for their records.
3. Advances on travel are limited to \$1500 for US travel and \$2500 for overseas travel, but only for approved trips, as outlined in (2). Exceptions may be requested in writing or email to one of the office holders outlined in (2).
4. Normal government travel rules apply. For example, we will follow Federal government per diem and mileage rules. Airfare will be paid up to the cost of a government or 14-day advanced ticket. No first class or business class tickets. Use common sense. Whenever there is an issue, we will side with the Joint Travel Regulations.
5. Travel is not an opportunity to make money. We intend to pay actual expenses and reasonable per diem. Even if using an Advance, we expect the submission of receipts for expenses not covered by per diem.
6. If traveling to a conference, which is the typical AFCEA scenario, we will pay for the airfare, compact rental car if needed or taxi, hotel, meals, other reasonable costs such as local parking, airport parking or Metro charges, and any printing or Internet access charges as long as a receipt is provided. Members are encouraged to share rental cars where possible. Luxury cars are not permitted. On travel days and days where you're getting one or more meals at the conference, you will receive half per diem. Receipts for meals are not necessary. Members are on the honor system in claiming per diem.
7. To submit expenses to receive reimbursement or settle an Advance, provide a simple memo or letter or email detailing a) the purpose of the trip, b) dates and destination, and c) individual charges such as airfare, hotel, etc. These items

should be listed and totaled and please acknowledge whether you received an Advance. Attach the required receipts and provide them to the Treasurer for settlement. It is acceptable to scan receipts and provide them in electronic form as long as they're readable.

8. If unsure or there are any questions, please don't hesitate to contact an office holder outlined in (2).

9. Below is an illustration on how to write up your charges for settlement:

Purpose: Travel Memo for AFCEA

Member: Jane Doe

Travel Dates: 23-26 Jan 11 Trip to San Diego in Support of AFCEA West

Airfare:	400
Hotel (3 nights):	500
Rental Car:	200
Rental Car Gas:	10
Parking at Airport:	50.00
4 Half-Days of Per Diem:	120
(2 travel days and 2 days where conf provided some meals)	
Mileage to/from Airport:	100
Total:	1380.00

Was there an Advance? No

Are receipts attached? Yes