

## Policy

It is the policy of ISACA Willamette Valley Chapter (IWVC) to reimburse expenses for eligible persons at standard rates approved by the IWVC Board (Board) prior to travel expense being incurred.

## Definitions

**Eligible Person** A speaker presenting at IWVC events, a Board member, or any other person who has received prior approval for travel is eligible for travel reimbursement.

**Approver** The approver is an IWVC board designee responsible for evaluating and providing pre-approval for travel. The approver may be:

- (1) the President for board member travel.
- (2) The President, Vice President, Programs Director, or Education/Certifications Director for Speaker or other guest travel when that travel has been included in the approved chapter budget for a program or education event.

## Procedures

### Travel Reimbursement Approval and Eligibility

All travel reimbursements must be approved by an Approver prior to the travel expense being incurred, except as described in this policy.

Only travel expenses directly related to an IWVC-approved event are eligible for reimbursement. Eligible Persons may combine private travel with the IWVC-approved event, however only expenses directly related to the IWVC-approved event are eligible for reimbursement.

### Rates for Reimbursement of Travel Expenses

The Board will reimburse expenses incurred according to the following criteria:

**Lodging** Hotel expenses should be incurred only when the program is scheduled more than 50 miles from your home. When overnight accommodations are necessary, reimbursement will be made at the prevailing economy/standard single room rate and limited to a one night stay per presentation per day. Effort should be made to find reasonably priced hotels. Reasonable prices for hotel accommodations may be calculated as falling within 1.5x the current GSA per diem Maximum Lodging published on [www.gsa.gov](http://www.gsa.gov).

**Air, Rail and Road Travel** All bookings should be made in economy/standard class. Whenever possible, use the most cost effective ground transportation option available (e.g. public

transportation should be used before a taxi or rental car).

**Mileage** Mileage will be reimbursed according to the prevailing IRS rate.

**Meals** Meals will be reimbursed while staying overnight or on approved IWVC business and reimbursed at the GSA M&IE per-diem rates for the area, as published on [www.gsa.gov](http://www.gsa.gov).

A meal is not eligible for reimbursement whenever it is included in the cost of lodging or the event (e.g., breakfast included in hotel cost, keynote speaker lunch, etc.). In which case these meals should be deducted from the per diem rate as follows: Breakfast: \$10, Lunch \$15, Dinner \$25.

**Additional Travel Related Expenses** The following travel-related expenses are acceptable and will be reimbursed: Baggage, parking, reasonable tips, internet charges.

**Exception** The Approver may approve any expense for lodging, transportation, and meals that exceed standard rates based on exceptional circumstances that justify the exception.

**Pre-paid Expenses** The Approver may authorize pre-payment for lodging and transportation, not to exceed the Board-approved budget for the event.

**Approval** The approval of travel reimbursement shall be documented by the Approver and the Eligible Person prior to incurring any travel expense.

**Request for Reimbursement of Travel Expenses** All travel reimbursement requests shall be submitted to the Treasurer in writing. Speakers and Board Members shall submit a request for reimbursement using the expense report process provided by the Treasurer, and include full documentation for all expenses.

**Time Period for Submission** A request for reimbursement of travel expenses must be submitted to the Treasurer within 90 days from the date of the event (date of forfeiture); otherwise, the Eligible Person forfeits any claim for travel reimbursement.

**Payment of Travel Reimbursement** The Treasurer shall pay travel reimbursement within 30 days from the date the Eligible Person submits all documentation required by the Treasurer.

**Exceptions** The IWVC board may use discretion to approve reimbursement for all or a portion of travel reimbursement that is not in compliance with this policy.