

I.S.A. Prairie Chapter

Travel Policies And Procedures Manual

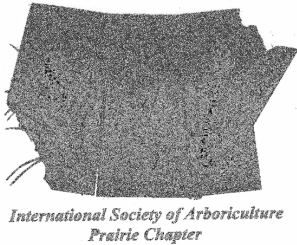
Board/Officers/Committee Expense Guidelines

1) Expense Guidelines:

- a) Only budgeted expenses incurred by Board members, officers, and committee chairs, meeting coordinators, and approved committee meetings will be reimbursed unless prior approval is obtained from the I.S.A. Prairie Chapter President or Board.
- b) Expenses shall be submitted to the I.S.A. Prairie Chapter Office on expense request form with all appropriate receipts attached.
- c) Expenses shall be submitted within 30 days from date of activity. Reimbursement of expenses shall be within 30 days of receipt of expense form.
- d) I.S.A. PRAIRIE CHAPTER will reimburse normal expenses incurred during the conduct of Chapter business such as:
 - i) lodging,
 - ii) meals,
 - iii) transportation,
 - iv) meeting expenses,
 - v) postage and shipping.
- e) Prior approval must be obtained for all non-budgeted activities even though they fall under one of the above categories.
- f) Members are encouraged to economize whenever possible. However, the I.S.A. Prairie Chapter values the volunteer services of its members and does not expect them to suffer financial or other hardships during the conduct of Chapter business.

2) Guideline Philosophy:

- a) Given the breadth of its activities, the Prairie Chapter's Board of Directors has adopted a set of broad-ranging guidelines for this area of its operations. The following are underlying premises of the policy:
- b) Volunteer service is voluntary, given freely without the expectation of financial reward.
- c) Expenses incurred doing Prairie Chapter business shall be reimbursed so long as they are reasonable, within an approved budget and verified with the receipt or appropriate documentation.
- d) Expenses that are unreasonable include (but are not limited to):
 - i) First or business class air travel
 - ii) Car rental when the use of shuttle service or taxi would suffice (unless otherwise required).
 - iii) Hotel suites



I.S.A. Prairie Chapter

Travel Policies And Procedures Manual

- iv) Gifts and other mementos (other than annual conference speakers and guests)
- v) Food and beverage other than meals
- vi) Alcohol
- e) I.S.A. Prairie Chapter officers are responsible for complying with this policy.
- f) I.S.A. Prairie Chapter officers submitting expenses that are not in compliance with this policy risk delayed, partial, or forfeited reimbursement.

3) Definitions:

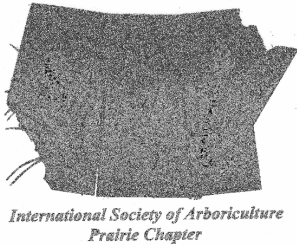
- a) Reimbursement repays outlays incurred doing the Prairie Chapter's business, usually in the form of travel, lodging, etc.
- b) Awards recognize service and may take the form of:
 - i) Complimentary registrations (regional meetings, annual conference);
 - ii) Complimentary lodging and meals;
 - iii) Vouchers for the cost of registration at future meetings;
 - iv) Gifts (such as cash, plaques or mementos).

4) Officers, Board of Directors, Editor and General Committees - travels, lodging and other expenses associated with the Chapter's business are reimbursed, including:

- a) Expenses associated with attending Prairie Chapter Board meetings.
- b) Expenses associated with representing the Prairie Chapter on official business.
- c) Expenses associated with the Prairie Chapter Annual Conference are not reimbursed, except:
 - i) As Prairie Chapter business and travel arrangement necessitates an extra night's lodging and meals.
 - ii) The Prairie Chapter President receives complimentary room, meals, travel and conference registration.
 - iii) Conference Chair receives complimentary room and registration.
 - iv) Selected Conference committee members or key volunteers (where extraordinary) may receive complimentary registration.

5) The **Prairie Chapter's** policy for reimbursement of expenses incurred by speakers at either the Annual Conference or Regional Meetings will be detailed in a Prairie Chapter (as yet unpublished & undated) document.

6) **I.S.A. Prairie Chapter President** is provided an expense account of a variable amount to use during their term of office.



I.S.A. Prairie Chapter

Travel Policies And Procedures Manual

7) Tree Climbing Championship

- a) The competitor representing the Prairie Chapter at the International Tree Climbing Championship shall have expenses reimbursed, so long as they are reasonable and within a set limit approved by the Board.
- b) The limit will vary based upon the location of the International Tree Climbing Championship.
- c) The Chapter Office shall arrange travel and lodging.

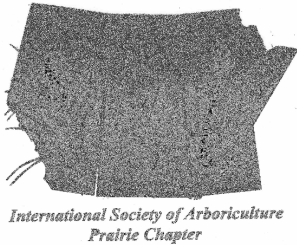
8) An **International Officer** may represent the I.S.A. at the Prairie Chapter Annual Conference. Such a representative receives complimentary room and per diem expenses. The I.S.A. President always attends the Annual Conference of their home Chapter as a representative of the International.

9) **Committee Chairs** have a duty to include travel and other expenses in committee budgets, subject to approval of the Prairie Chapter's Board of Directors.

10) **Discretion** in applying these Guidelines is given to Officers, Committee and Conference Chairs and others with responsibility of performing service for the I.S.A. Prairie Chapter. However, any deviations must be compatible with the ideals listed above. Doubts regarding application of these guidelines should be discussed with the Prairie Chapter President and may be subject to approval by the Board of Directors.

11) Lodging guidelines

- a) Accommodation should be selected on the basis of reasonable and practical location and cost.
- b) Accommodation will be for standard rooms only.
- c) Whenever feasible, lodging arrangements shall be made through or upon the recommendation of the I.S.A. Prairie Chapter Office. However, it is up to the individual to pay for the room and then seek reimbursement from the I.S.A. Prairie Chapter.
- d) Members are encouraged to use medium priced hotels such as Holiday Inn Express, Best Western, Comfort or Days Inn, etc. Please request the use of corporate or other special rates (gov't rates if applicable) when making reservations or booking into hotels/ motels.
- e) Only the night stay before the event and any nights stay during the event will be covered, unless otherwise approved. If the opening event is late in the afternoon or early evening, members are encouraged to be reasonable with respect to their travel arrangements to the event.
- f) One phone call during an overnight stay to residence/business will be reimbursed.



I.S.A. Prairie Chapter

Travel Policies And Procedures Manual

- g) For groups, the Chapter office will coordinate lodging, meals, etc.
- h) When an I.S.A. Prairie Chapter representative or Director chooses to stay with family, friends, or other relatives the representative will be reimbursed \$40.00 for each night. This allowance is intended to allow for suitable recognition for the host. No receipt is required.

12) Airline expense guidelines

- a) Whenever feasible, air travel arrangement shall be made with the advice of or through the I.S.A. Prairie Chapter Office or a recommended travel agent.
- b) Booking of reservations should be at least 3-4 weeks in advance of flight dates. This will ensure that reasonable, discounted airfare is provided.
- c) Request the least expensive fare.
- d) Request fare with restrictions/cancellations, compare cost of restrictions/cancellations fare and choose most economical.
- e) The I.S.A. Prairie Chapter does not pay for cancellation insurance except in cases where there may be extenuating circumstances. In such a case, approval of the I.S.A. Prairie Chapter President will be required for any charges associated with cancellation insurance.

13) Meals

- a) The I.S.A. Prairie Chapter will reimburse meal expenses of Board, Officers, and Committee members during attendance at Chapter functions such as regional meetings, board meetings, committee meetings and certification examinations.
- b) Annual meeting meals are excluded unless otherwise stated.

14) Automobile expenses

- a) Use of private automobiles for Chapter business shall be reimbursed in accordance with approved mileage guidelines, not to exceed price of a discounted airfare, booked at least 3-4 weeks in advance, unless prior approval is granted.
- b) The current approved mileage reimbursement shall be \$0.38 per kilometer (January 2009).
- c) The I.S.A. Prairie Chapter Board has approved Presidential discretion, regarding this mileage rate as gas/fuel prices fluctuate (January 2008).
- d) Car rental approval must be obtained prior to travel. Additional vehicle insurance is not necessary and will not be reimbursed by the I.S.A. Prairie Chapter.