

Volunteer Travel & Expense Policy

For Traveling on Behalf of ARMA International

Travel Policy Purpose & Enforcement

Purpose

The purpose of this document is to:

- Ensure all designated ARMA travelers have a clear and consistent understanding of policies and procedures for business travel and entertainment.
- Provide guidance on allowable and non-allowable expense types.
- Ensure travel and entertainment costs are globally managed within reasonable limits by establishing clear expense criteria.

Scope

This travel policy applies to all persons traveling on behalf of ARMA International on official business. Specific business units may, at their discretion, impose greater control than required by this policy but never less.

Responsibility and Enforcement

The traveler is responsible for complying with this travel policy. The approver is responsible for accurately reviewing expense reports for compliance.

Travelers will be reimbursed for all reasonable and necessary expenses while traveling on authorized ARMA International business. Compliance with this policy is required to ensure reimbursement. ARMA International assumes no obligation to reimburse travelers for expenses that are not in compliance with this policy.

Policy Exceptions and Questions

All exceptions to this policy must be approved in writing by the CEO.

For travelers with special needs, any special requirements beyond what is permitted by the travel policy must be approved in writing by the CEO.

Any questions, concerns or suggestions regarding this travel policy may be directed to the ARMA Director of Finance & Administration.

Travel Authorization

Travel Pre-Approval

Individual trips or long-term travel plans must be pre-approved by designated ARMA staff. Pre-approval may be verbal.

Spouse/Companion Travel

A spouse or other individual may accompany a traveler on a business trip at the traveler's expense.

ARMA International will NOT reimburse travel and entertainment expenses incurred by a spouse or other individual accompanying a traveler on business unless:

- there is a bona fide business purpose for taking the spouse or other individual, such as a Company sponsored event which specifically includes the spouse/companion.
- the expense incurred would otherwise be reimbursable.

Travel Risk Management

International Travel Advisories

For safety reasons, Travelers must NOT travel to countries where a travel advisory has been issued by ARMA International, the U.S. State Department or respective local governments.

Illness or Injury During Business Travel

In instances when a business trip is interrupted due to a family emergency, all reasonable expenses incurred to return home are reimbursable.

If a traveler becomes ill or is injured while traveling on ARMA International business, the illness and/or injury must be reported to the designated ARMA staff.

Air Travel

General Guidelines / Use of Preferred Airlines

- Travelers must accept the lowest logical airfare for their eligible class of service.
- Travelers must accept alternative flights departing within a “time window” of one hour before or after the original time requested.
- The time window restriction may be waived on the return portion of a trip if the traveler would land after 8:00 pm local time.
- Carrier selection based purely on frequent flyer programs is prohibited.
- Creative ticketing practices such as “back-to-back” ticketing and “hidden city” ticketing are generally prohibited and out-of-policy. Such practices violate airline rules and regulations, and certain tariffs with which ARMA International is required to comply.

Airline Class of Service

Travelers will travel economy class to all destinations. Upgrades will be at the traveler’s own expense.

Lodging

Hotel Selection and Spending Guidelines

Travelers are required to use:

- properties where ARMA International has a negotiated rate (ie. Annual Conference, region meetings, etc.) *You will not be reimbursed under any circumstance if ARMA has a room block and you choose to stay elsewhere.
- the least expensive property in the Moderate or similar hotel category.

If a company-negotiated rate is not available, travelers will be reimbursed for:

- company-preferred hotel chains in a similar price category.
- the least expensive property in a similar hotel category.

Any room more than \$200 a night requires pre-approval.

Hotel Cancellation Procedures

Any penalties incurred for not canceling a guaranteed hotel reservation are the responsibility of the traveler and are not reimbursable.

Travelers should request and record the cancellation number in case of billing disputes. Without a cancellation number, the traveler has no documentation that the reservation has been cancelled.

Travelers should note the cancellation deadlines shown on the itinerary. Certain hotels require a minimum of 24 hours' notice to cancel without penalty.

Car Rental

Car Rental Guidelines *Requires pre-approval

Due to the costs involved car rentals should only be utilized when there is not an alternative means of transportation available. Rental car costs should be paid using the traveler's credit card. Fines for traffic or parking violations will not be reimbursed. Most credit cards, include car rental insurance and therefore additional car insurance coverage from the rental company is not required. Travelers should request and record the cancellation number in case of billing disputes.

Other Transportation

Rail Travel

Business travelers may use rail transportation when it is more cost-effective than other modes of transportation.

Economy or Standard class should be used for rail travel under three hours and First class is permitted for trips exceeding three hours. First class is allowed for International rail travel.

Personal Car Usage and Reimbursement

Travelers may use their personal car for as an alternative for air travel only when it is more economical or other transportation modes are unavailable.

ARMA International will reimburse travelers for using their personal cars for local business-related travel as appropriate or when it is more economical than the available local transportation. Travelers will be reimbursed at the current standard rate prescribed by the Internal Revenue Service (IRS), which can be obtained by visiting the website www.irs.gov. This mileage allowance covers all auto costs (e.g. gasoline, repairs, maintenance, insurance, deductibles depreciation, etc.) other than parking and tolls. Travelers who choose to drive to a destination instead of using air or rail travel must notify the approver in advance of the trip. Reimbursement for such travel will not be more than the cost of a regular air or rail ticket.

Damage to a traveler's personal car while being used for ARMA International business will not be reimbursed.

ARMA International will not be held responsible should a traveler be involved in an accident while using their personal car for ARMA International business. However, the traveler should notify the approver or their supervisor immediately.

Taxis and Other Ground Transportation

Travelers traveling to the same location should share ground transportation to and from the airport whenever possible. The most economical mode of transportation should be used to and from airports, rail or bus terminals.

Travelers are encouraged to use public transportation whenever feasible. For airport transfers, travelers should evaluate the use of airport and hotel courtesy vans. The use of taxis and ARMA approved car services (e.g. Uber) are authorized as appropriate.

Meals & Entertainment

Personal Meal Expenses

Traveler meal expenses are reimbursable if incurred while traveling out-of-town on ARMA International business. Business trips are deemed to start when the traveler arrives at their respective home city airport or train station for departure to their business destination, and end when the traveler leaves their home airport or train station upon return.

Travelers will be reimbursed for actual and reasonable meal expenses, including tips, based on the following guidelines. All meals must be listed on the expense report accompanied with a receipt in order to be approved for reimbursement.

Meal	Reasonable Cost
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$40.00
Total per Day	\$75.00

Certain travel markets may require a greater daily expense but travelers are urged to make every effort to stay within the above guideline. Within the daily reimbursement limit, ARMA will reimburse the cost of beverages that are consumed as incidental to a meal during the course of travel on ARMA business. This applies equally to alcoholic and non-alcoholic beverages. Beverages consumed at a bar prior to or after a meal will not be reimbursed. The cost of food should always exceed the cost of beverages consumed during a meal. Room service expenses are reimbursable within the daily reimbursement limit. Names must be included on receipts for meals/drinks for additional parties.

Tips & Gratuities

Tipping a porter, bellman, chambermaid or waiter should be based on the destination and quality of service rendered. ARMA International will reimburse reasonable gratuities based on the following guidelines:

Airport porters	\$1.00 to \$2.00 per bag
Hotel bellman/porter	\$1.00 to \$2.00 per bag
Hotel Concierge	\$5.00 to \$10.00 depending on service provided
Hotel lobby attendant	\$1 for help with luggage or getting taxi from street
Housekeeping	\$1.00 to \$2.00 per day
Restaurant wait-staff	15% to 20% of meal cost
Valet parking	\$1.00 to \$2.00
Taxi drivers	15% of total fare

Please check local customs for appropriate tipping when traveling abroad. Some hotels and restaurants include a gratuity in the price, in which case a tip is not necessary unless the service has been exceptional. Lavish or unreasonable gratuities will not be reimbursed.

Other Expenses

In addition to air travel, lodging, car rental and other transportation expenses also covered in detail within this travel policy, any additional miscellaneous expenses must have prior approval from traveler's approver.

Incidentals

Incidental expenses may not be reimbursed. Such expenses may include but are not limited to:

- Mini bar charges or other non-meal alcohol related charges.
- In-room or in-flight entertainment.
- ATM fees for domestic travel.
- Airline club membership dues.
- Car rental upgrades.
- Valet laundry – except for trips over five nights.
- Flight insurance coverage.
- Airline early bird or upgrades.
- Airline Wi-Fi.

Expense Reporting

Expense Report Completion and Submission

Expense reports must be completed and filed by the traveler within 30 calendar days after completion of each trip.

Travelers who do not file their expense report within the required time will **NOT** be reimbursed

Approval Process

All expense reports and credit card statements should be sent to chapters@armaintl.org for approval.

Expense forms need to be submitted by 8:00 a.m. CST on Fridays in order to be processed for the following pay cycle. To see a current list of pay cycle dates please view the 'Helpful Info' tab on the travel expense form.

Documentation Requirements

ARMA International requires original receipts for all expenditures. The following documentation should be submitted with all expense reports:

- Air/Rail – original passenger coupon plus invoice/itinerary or charge card receipt
- Hotel – hotel folio plus charge card receipt or other proof of payment
- Rental Car – rental agreement plus charge card receipt or other proof of payment
- Meals/Entertainment – charge card receipt or cash register receipt (no restaurant tear tabs)

Acceptable and Unacceptable Receipts

The following receipts are acceptable for expense report documentation:

- original receipt completed by the vendor
- scanned copy of the receipt
- customer's copy of charge card slip
- IRS-approved electronic ticket receipt

Restaurant tear tabs are not acceptable as receipts, unless accompanied by a full explanation. Non-employee travelers may submit expenses via emailed scanned receipts.

VAT Reclaim for International Travel

Value Added Taxes (VAT) may be "reclaimed" for certain business expenses incurred overseas, particularly in Europe. ARMA International submits applications for VAT refunds annually. In addition to the standard receipts required for expense reports, international travelers must save original receipts for the following business expenses: lodging, entertainment, gasoline, meals, car rentals, rail travel, conferences, trade shows and training courses. Only original itemized receipts are acceptable for VAT reclaim purposes; charge/credit card billing statements are not acceptable.

Expense Reimbursement – Foreign Currency

Due to the volunteer nature of those who serve ARMA, it is important that covered expenses be reimbursed in a way that eliminates any unpaid expense on the part of the volunteer. In order to accomplish this, the following procedure has been adopted:

Prior to determining the reimbursement total, please verify with the volunteer the amount (if applicable) of wire transfer fees they will incur at their bank. We will include this with the amount requested from our bank and code it to exchange rate fees.

Expenses incurred in a currency that matches the reimbursement currency:

1. The bank will notify Accounting of the USD amount required to send the reimbursement
2. Expenses will be entered into Great Plains using the total USD amount required to send the reimbursement pro-rated for each individual expense

Expenses incurred in a currency different from the reimbursement currency:

1. Expenses will be converted to the reimbursement currency using www.oanda.com for the day the expense was incurred
2. The bank will notify Accounting of the USD amount required to send the reimbursement
3. Expenses will be entered into Great Plains using the total USD amount required to send the reimbursement pro-rated for each individual expense

Incorrect or Incomplete Expense Reports

Expense reports that are incorrect or incomplete will be returned to the approver for corrective action and may result in delay or non-reimbursement of specific items.