



1. PURPOSE

The purpose of this policy is to provide guidance to individuals who perform Phoenix APICS Chapter (Chapter) approved and reimbursed travel. The policy addresses which travel and living expenses will be reimbursed and which will not and guidelines under which reimbursement is authorized.

2. PHILOSOPHY

The Chapter intends to reimburse anyone performing travel in pursuit of Chapter business and not cause any undue financial burden on Chapter members. However, there is a necessity to clearly delineate which expenditures are considered legitimate and in the Chapter's best interests and which are not. Those traveling on Chapter business will take steps to minimize expenses.

3. SCOPE

This policy is applicable to all members of the Chapter who incur expense as a result of traveling on Chapter business and/or non-Chapter/APICS members who might require reimbursement of expenses incurred in support of Chapter goals and objectives; e.g., dinner meeting guest speakers, etc.

4. POLICY

a. Transportation

(1) Air Fare Reimbursement

(a) Except in unusual circumstances, air reservations will be made at the lowest available non-refundable coach fare.

(b) When possible and available, companion fares will be used, i.e., two members will travel for one companion fare. Should a companion fare be used with a non-chapter member, reimbursement will be only to the level of the lowest published fare, as outlined in 4a(1)(a) above.

(c) In the event a rate other than the lowest available published fare is used, a statement indicated why a higher fare was used must be submitted with the Expense Voucher requesting that reimbursement be at the higher fare. (Note that higher fares will not be a surprise due to the coordination described in Paragraph 4(e)).

(d) Penalties incurred for canceled and/or changed reservations and/or lost tickets will not be reimbursed except as noted in paragraph 4d(2) below.

(2) Rental Vehicle Reimbursement (Requires prior Chapter President approval)

(a) Hotel shuttle services will be used, if at all possible.

(b) Airport shuttle services; e.g., SuperShuttle, Cloud Nine, etc. should be used if possible rather than taxicab service.

(c) If taxicab service is used, every attempt should be made to share the expense with other going to the same location.

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- (d) If a rental car is used, two or more chapter-reimbursed members must travel in the vehicle. If a single individual uses a rental vehicle, reimbursement will be only to the level of an available shuttle or taxicab, whichever is lower, unless prior approval is received from the BOD.
- (e) For attendance at APICS Regional Meeting, a maximum of 2 rental vehicles may be rented at Chapter expense (4 persons per vehicle).
- (f) Persons renting cars will fill the rental car with gas prior to being returned to avoid very high prices for the rental car company do this. Reasonable charges for gasoline for rental vehicles will be reimbursed, but extra charges for the rental car company to do it will not be reimbursed.
- (3) Privately Owned Vehicle (POV) Reimbursement
- (a) The Chapter will reimburse for POV use at the, then effective, IRS standard rate or the prevailing air fare which ever is less.
- (b) Individuals are encouraged to share POV rides, if reasonable.
- (c) In no event will the POV reimbursement exceed the lowest available published airfare as outlined in 4a(1)(a) above.
- (4) Individuals will be reimbursed for reasonable fees for long term parking; e.g., on airport or commercial, i.e., Park-N-Travel, Thrifty, etc.,.
- b. Lodging
- (1) Single occupancy of hotel rooms is permitted and will be reimbursed.
- (2) Reimbursement will be only to the lowest room rate available.
- (3) If double occupancy is used for a non-reimbursable individual, the Chapter will only reimburse to the level of the lowest single room rate available.
- (4) Reasonable hotel parking charges will be reimbursed for authorized events.
- c. Meals
- (1) As a matter of policy, the Chapter will not reimburse for meals consumed by Chapter members.
- (2) An exception to 4c(1) above is reimbursement of Chapter members who act as speaker at scheduled dinner meetings and/or any other individual granted an exception to this policy at the Chapter BOD prior to the event.
- d. Miscellaneous
- (1) A maximum of 8 Chapter members may be reimbursed for attendance at a Regional Meeting. Priority of attendance is as follows: Chapter vice presidents (BOD members), Chapter directors (BOD members), and members at large (as designated by the BOD).
- (2) Individuals may request payment for airline tickets as soon as the expense is incurred and need not wait until after the travel is completed. However, in the event that an individual who has been reimbursed does



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not complete the travel, the ticket will be cashed in and the Chapter reimbursed within 15 days. If the ticket date and/or destination can be changed and the individual can use it for other Chapter related travel, the date and destination should be changed, the ticket retained by the individual, and the VP-Finance notified in writing of the change. Finally, if a non-refundable, non-changeable ticket was purchased, reimbursement received and the travel not completed, the individual will submit the unused ticket with a short note of explanation to the VP-Finance within 15 days of the scheduled travel. Only one such ticket may be returned within a single BOD year (July 1 thru June 30). In the event a second case of non-travel occurs, the members will be expected to reimburse the Chapter for the cost of the unused ticket within 15 days of the scheduled date of travel.

(3) Incidental charges; e.g., tips, beverages, etc., are not reimbursable expenses.

(4) Each BOD/ Chapter member attending a Region Meeting as a Chapter representative is authorized to include an amount not to exceed Thirty Dollars (\$30.00) to cover extraordinary expenses which are not otherwise covered as reimburseable expenses. This amount should be shown on the expense report as "Trip Stipend" and supporting receipts are not required.

(5) Receipts must be furnished to support all reimbursable expense requests.

(6) If a receipt is not available, a statement from the requestor must be included in lieu of a receipt with the Expense Voucher detailing the particulars of the expense and, if possible, why a receipt is not available.

e. Region Meeting travel coordination.

(1) The Chapter President, or designee, will coordinate travel plans and communicate our travel reimbursement policies to those traveling on Chapter business. Post meeting expense report questions will be resolved between the Chapter President and the Board member submitting the report only. Issues will not be discussed over Email.

(a) The lowest non-refundable airfare available. This establishes what the Chapter expects to reimburse as described in paragraphs 4a(1) and 4a(3)(c).

(b) The number of nights lodging the Chapter will reimburse.

(c) The number of rental cars needed does not exceed what is described in paragraph 4a(2)(e)

(d) Access to this policy either in print or electronic form.

(2) Failure to notify travelers of our policies and reimbursement limits for specific region meetings may lead to excessive cost and misunderstanding. In the event that a traveler submits expenses in excess of our policy due to miscommunication and misunderstanding the Chapter President will resolve the issue with the traveler by balancing what is fair to both the Chapter and the traveler. The resolution of this problem may result in reimbursement in excess of what is described in this policy.



**Policy Number: 04-010**  
**Policy Title: Chapter Travel Policy**  
**Date: 24 September 2005**

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**Revision No. D**

**5. ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES**

- a. Attachment(s) - NONE
- b. Closely Related Policies/Procedures/Documents
  - Policy 04-030, Chapter Income & Expense Reporting Policy
  - Policy 04-031 Chapter Chart of Accounts Policy.
  - This policy supersedes APICS - Phoenix Chapter #58 Policy 04-010/REV C - Chapter Travel Policy, dated 2 March 1998.

**6. RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:**

- Chapter VP - Finance