

## **Travel Reimbursement Guidelines**

### **SOCIETY FOR CHEMICAL HAZARD COMMUNICATION TRAVEL REIMBURSEMENT GUIDELINES**

#### **General**

- **These travel and expense guidelines are intended to be followed for the vast majority of situations, and yet be flexible to maximize the benefits to SCHC. Deviations from these guidelines are possible, but prior approval from an Officer of the SCHC is required.**
- **Travel may be authorized by the Chair of the Program Committee or the Chair of the Professional Development Committee within limits established in the SCHC Standard Practice as authorized by the By-Laws. All other travel must be referred to, and authorized by, the SCHC President, Vice-President, or Secretary-Treasurer prior to travel. No reciprocal approval of expense forms is permitted.**
- **In general, expense reimbursement is limited to economy flights, hotel stays needed for the meeting (typically one evening for domestic speakers and 2 evenings for international speakers), moderately priced meals (excludes the cost of bottles of wine and alcoholic beverages beyond one reasonably priced drink with the meal), and transportation to/from the airport. SCHC will not reimburse for computer connection time in hotels or airports, use of hotel safes, in room entertainment, or cleaning services. Exceptions MUST be cleared by an Officer of SCHC prior to approval.**
- **All expenses above \$25 require submission of an itemized receipt for reimbursement. This includes receipts for accommodations, meals and travel. Non-itemized copies of credit card billing slips are not acceptable for reimbursement purposes. Original receipts are not required. Scanned/e-mailed submission is preferred.**
- **All travel and activities for personal purposes taken during travel authorized by SCHC will be at the traveler's expense and not subject to reimbursement.**

#### **Program Committee Authorized Travel**

- **At the time speakers are contacted to be a part of an SCHC program, they will be informed of the SCHC travel policy and if they require travel reimbursement, they will be encouraged to contact the SCHC Administrator for assistance in making travel plans.**
  - **Speakers will be asked to make their hotel reservation prior to the 'cut off' date.**

- Speakers will be asked to make air travel plans with the Administrator's assistance at least a month prior to the meeting date at which they will be speaking.
- Speakers will be sent a confirmation email outlining the agreed upon travel reimbursements (if any). The Administrator and Arrangement Committee Chair will be copied for planning purposes.
- Speakers who are SCHC members will be reminded that the Society does not reimburse travel expenses for members who speak as part of the program.
  - The Program Committee may make an exception to this rule in the case that the speaker would not otherwise be able to attend the meeting AND the speaker is determined to be uniquely qualified to address the agenda topic.

### **Professional Development Authorized Travel**

- The Society will reimburse travel expenses for all instructors teaching Professional Development courses given in conjunction with a Society meeting or as a course presented separately from a Society meeting (e.g., HazCom 101) for the duration of the course. Instructors will be encouraged to contact the SCHC Administrator for assistance in making travel plans.
  - Instructors will be asked to make their hotel reservation prior to the 'cut off' date.
  - Instructors will be asked to make air travel plans with the Administrator's assistance at least a month prior to the meeting date at which they will be speaking.
- Instructors who are not members of the Society will be invited to attend the plenary sessions of the meetings without being asked to pay registration fees but expenses for additional room and board will be the instructor's responsibility.
- Instructors who are Society members who also attend the plenary sessions are expected to pay their own expenses for room and board and to pay the normal registration fees for the meeting.

### **Modes of Transportation for Speakers and Instructors**

#### **Personal Vehicle**

Individuals are authorized to utilize personal vehicles for transportation on behalf of SCHC (SCHC does not cover automobile insurance liability) when such use results in lower or equivalent reimbursable expense to SCHC than a reasonable form of public transportation. (Individuals are encouraged to review airfares versus mileage prior to making a decision to drive.) Reimbursable expenses include tolls and parking in addition to the then current U.S. government allowed mileage expense (Search [irs.gov](http://irs.gov) for "mileage reimbursement rate YYYY" for up to date mileage reimbursement). Gas usage is included in the mileage reimbursement and cannot be billed separately.

#### **Automobile Rental**

With pre-approval, individuals are authorized to rent automobiles on behalf of SCHC when auto rental results in lower total reimbursable expense to SCHC than other forms of public transportation. (SCHC does not cover automobile insurance liability.) In general, taxis, vans, rapid transit, subways, and busses are expected to be of less cost

for longer stays at a particular location. Auto rental may be of less cost if long distance ground transport is needed over a 1 or 2 day period.

### **Ground Transportation**

Individuals are authorized to use ground transportation (taxis, vans, rapid transit, subways, and buses) as needed on travel for SCHC business.

### **Airline Travel**

Approved airline travel is expected to be by coach, economy, or tourist class, and when possible, by non-refundable advance purchase. The fare is expected to be based upon least cost direct routing from the individual's local airport to the local airport at destination. Individuals are strongly encouraged to seek the assistance of the SCHC Administrator for obtaining the lowest cost airfares. Lower airfares can sometimes be obtained by traveling on Saturday and staying overnight at the destination location; the combination of lower airfare plus 1 or 2 extra nights lodging may be less than the increased airfare of beginning travel on Sunday or Monday. In such cases, individuals will be authorized to travel on Saturday to obtain lower airfare but travel plans are expected to be submitted for review and authorization by SCHC prior to purchasing the tickets. (See Lodging reimbursement section) Individuals may upgrade to classes above coach at their personal expenses.

Airline travel arrangements should be made at the earliest opportunity after which travel plans are confirmed. Non-refundable discount tickets based on advance purchase should be utilized if individuals are reasonably certain that the travel will be accomplished as scheduled. Refundable discount tickets based on advance purchase should be utilized if individuals are not certain that the travel will be accomplished as scheduled. Reimbursement for cancelled travel plans will be determined by the SCHC Executive Committee on a case by case basis.

### **Rail Travel**

All rail travel is expected to be by coach, economy, or tourist class, and when possible, by non-refundable advance purchase. The fare is expected to be based upon least cost routing from the individual's local railway station to the local railway station at destination. Individuals may upgrade to classes above coach at personal expense. Rail travel arrangements should be made at the earliest opportunity after which travel plans are confirmed. Non-refundable discount tickets based on advance purchase should be utilized if individuals are reasonably certain that the travel will be accomplished as scheduled. Refundable discount tickets based on advance purchase should be utilized if individuals are not certain that the travel will be accomplished as scheduled. Reimbursement for cancelled travel plans will be determined by the SCHC Executive Committee on a case by case basis.

### **Lodging**

Individuals attending SCHC events (Spring and Fall meetings, Board of Directors meetings) are expected to use accommodations consistent with any pre-arranged agreements established by SCHC. In the absence of pre-arranged agreements, individuals are expected to utilize accommodations generally expected to be mid-priced, i.e., priced above budget accommodations and below exclusive or luxury accommodations. Hotels should be within a convenient travel distance to the meeting facility. As indicated under Airline Travel, in the event that the traveler can achieve

overall lower expense to SCHC by staying extra night(s) at the travel location, SCHC will honor extra night accommodation charges provided that they are authorized in advance. Hotel/motel expenses customarily include the night prior to or immediately after an event and the nights between the days of the event. For example, if you cannot reasonably be expected to arrive on the same day that you are speaking, then arriving the night before is permitted. Likewise, if your speaking schedule is such that you cannot leave the same day as speaking, then an additional night is authorized.

### **Meals**

The cost of meals shall be reimbursed while on approved SCHC travel. Meals shall be reimbursed at the rate of actual expense and should be limited to the cost of dining at moderately priced establishments for the city of the SCHC event (**excludes the cost of bottles of wine and alcoholic beverages beyond one drink with the meal**).

Reimbursement of meals is not authorized where the meal in question is provided as part of the SCHC course and/or meeting (i.e., breakfast and/or lunch is provided with a course).

### **Incidental Expenses**

Gratuities may be extended for services in accordance with generally accepted standards. Such gratuities may include tips to waiters and waitresses, baggage handlers, bell boys, taxi drivers, etc. Receipts for gratuities are not required for reimbursement but must be reasonable.

Laundry, valet, and cleaning expenses may be reimbursed at actual expense when travel is for five (5) or more nights for SCHC business.

Computer connection time for non-SCHC related business is not eligible for reimbursement.

Telephone calls, other than those related to specific SCHC business, are not eligible for reimbursement.

Rental of hotel safes is not eligible for reimbursement.

### **Supplemental Expenses**

It is the policy of SCHC to pay only those travel expenses over and above any expenses the individual would have normally incurred. Two examples are presented below

(1) Traveler attends an SCHC business meeting while on another business trip. Expenses for meals, additional lodging, and ground transportation associated with individual's attending the SCHC business meeting are above the normal expenses and are reimbursable. All other expenses including airfares are expenses the individual would have normally incurred in making his/her planned business trip.

(2) Traveler attends an SCHC business meeting. If an individual travels on behalf of SCHC on an approved itinerary, with no other business conducted on behalf of another company or organization, expenses for such travel shall be paid by SCHC in accordance with reimbursements described in this policy.

## Travel Reimbursement Forms

# Society for Chemical Hazard Communication Travel and Course Expense Reimbursement Form

Under certain circumstances, SCHC reimburses personal travel and living expenses. Appropriate circumstances and limits on reimbursement are established and explained in the society's standard practices documentation and travel reimbursement guidelines.

- **All reimbursable travel must be pre-approved** by the appropriate Committee Chair or Officer:
  - ❖ For conference speakers – Program Committee Chair
  - ❖ For professional development instructors – Professional Development Chair
  - ❖ For special events or SCHC administration – President, Vice-President, or Secretary/Treasurer
- All expenses above \$25 require submission of an itemized receipt. Non-itemized copies of credit card billing slips are not acceptable for reimbursement purposes. Original receipts are not required.
- For specifics on the appropriateness and limits for reimbursable expenses, please refer to the SCHC travel reimbursement guidelines prior to traveling.

<i>Submitter's Name</i>		<i>Date Submitted</i>	
<i>SCHC Event</i>		<i>Event Date(s)</i>	
<i>Mailing Address</i>		<i>Date(s) Expense Incurred</i>	
		<i>Daytime Phone Number</i>	
<i>Travel Expenses</i>	<i>Transportation (1)</i>	\$	<i>Include all air, rail, auto, and taxi/bus expenses</i>
	<i>Lodging (2)</i>	\$	<i>Include all lodging expenses</i>
	<i>Meals (3)</i>	\$	<i>Include all meal expenses</i>
	<i>Miscellaneous (4)</i>	\$	<i>Include all miscellaneous travel expenses</i>
	<i>Sub-total (travel) (5)</i>	\$	<i>Total the amounts in 1 through 4</i>
<i>Course Expenses</i>	<i>Honorarium (6)</i>	\$	<input type="checkbox"/> instructor <input type="checkbox"/> coordinator
	<i>Miscellaneous (7)</i>	\$	<i>Include all miscellaneous course expenses</i>
<i>Total Reimbursement</i>		\$	<i>Total the amounts in 5 through 7</i>
<i>Make Check Payable To</i>			<i>Tax ID Number</i>
<i>Authorizing Signatures &amp; Dates</i>		<i>Submitter (8)</i>	
<b><i>For Committee Chair or Officer and Secretary-Treasurer use only</i></b>	<i>Committee Chair or Officer (9)</i>		
	<i>Secretary-Treasurer</i>		
<i>Amount Paid:</i>		<i>Check Number:</i>	<i>Date Paid:</i>

For multiple expenses, please complete worksheet

**Submitter** Please complete and sign this expense report on line 8. The completed expense report along with the appropriate receipts should be forwarded to the Committee Chair or Officer who pre-authorized the travel. Expense reports should be submitted within 45 days of an event.

**Committee Chair or Officer** Please indicate by signature on line 9 that this expense report was completed correctly and that all expenses were appropriate. The approved expense report along with the appropriate receipts should be forwarded to the Secretary/Treasurer for payment.

# Society for Chemical Hazard Communication Travel and Course Expense Reimbursement Worksheet

Please list each expense separately and indicate whether or not a receipt for the expense is attached.

TRANSPORTATION	Description	Amount	<i>Receipt Attached</i>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
	TOTAL Transportation Expenses (insert this amount into line 1)		

LODGING	Description	Amount	<i>Receipt Attached</i>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
	TOTAL Lodging Expenses (insert this amount into line 2)		

MEALS	Description	Amount	<i>Receipt Attached</i>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
	TOTAL Meal Expenses (insert this amount into line 3)		

MISCELLANEOUS TRAVEL	Description	Amount	<i>Receipt Attached</i>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
	TOTAL Miscellaneous Travel Expenses (insert this amount into line 4)		

MISCELLANEOUS COURSE	Description	Amount	<i>Receipt Attached</i>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
	TOTAL Miscellaneous Course Expenses (insert this amount into line 7)		