



## Travel Policy

The University Risk Management and Insurance Association (URMIA) realizes the personal commitment of each officer, board member and committee chair to further the advancement of the Association. This travel policy shall guide members traveling on URMIA business.

### 1. GENERAL POLICIES

- 1.1. Accountability of the Officers, Board of Directors and Committee Chairs for Expending Travel Funds - The URMIA membership holds the members of the Board of Directors and Committee Chairs accountable for administering all funds in accord with URMIA bylaws and prudent business practices.
- 1.2. Classification of Expenses - Invoices, Expense report, and other items submitted to the Treasurer for reimbursement must identify the committee budget to which the expenses should be charged and the fiscal year to which the expenses relate.
- 1.3. Timely Submission of Reimbursement Requests - All expense reimbursement requests must be submitted within 30 days. This allows for timely recording of the expense and facilitates preparing year-end financial statements.
- 1.4. Conference Attendance - Attendance at the Annual Conference is an institutional expense and not covered by URMIA.
- 1.5. All acceptable expenses will be reimbursed at cost with no markup.
- 1.6. Supporting documentation and original receipts are preferred; faxed or scanned copies are accepted.
- 1.7. All claims for foreign travel must be converted to U.S. dollars. The conversion rate and computation, as well as the source used to verify the rate (e.g. Wall Street Journal or Credit Card Statement) must be stated.

### 2. AUTHORIZED TRAVEL

All travel on behalf of URMIA which is made with the expectation of reimbursement for expenses is to be authorized according to the rules for each travel situation outlined below. Any travel conducted outside of this authorization may be at the expense of the individual and not reimbursable from URMIA. If the situation does not meet one of these categories, approval of the President prior to traveling is required.

- 2.1. Staff Travel: Travel to URMIA Conferences and Board Meetings are authorized under the approval of the Executive Director. Additional travel for meetings, continuing education, or the promotion or advancement of URMIA will be approved by the President prior to travel taking place.
- 2.2. Board Travel: In respect for the time commitment and service provided to URMIA, transportation and lodging expense will be paid for the semi-annual Board meeting which does not



coincide with the annual conference. This will include all Board of Directors and any Committee Chairs specifically requested by the President to be in attendance for action on their Committee. Board of Director travel which is made as a result of participation on a Committee will be made at the expense of, and subject to the travel policy of, the respective Committee. All other Board-related travel is expected to be funded through their respective institution to whatever degree possible.

**2.3. Committee Travel:** Committee chairs are expected to utilize funds under their control in a prudent manner. Each Committee anticipating travel will develop a budget plan on authorized travel which will be approved by the Treasurer and the President. Committee funds are not to be utilized to fund Board or Committee Member travel to Board meetings or the national or regional conferences unless approved by the President.

**2.4. All Other Travel:** Travel not attributable to the categories above requires approval by the President prior to travel taking place.

### **3. TRAVEL POLICIES**

#### *3.1. General Travel Policies*

**3.1.1.** Officers, Board members, and chairs are expected to be prudent in incurring travel expenses. Excessive or unnecessary expenses shall not be reimbursed. The mode of transportation should be selected on the basis of minimizing the cost to URMIA. The Treasurer determines if expenses are excessive and thus unallowable.

**3.1.2.** Receipts are required for all expenditures in excess of \$25.

**3.1.3.** Members who, for their convenience, travel to their destination in advance, or remain after the time required performing their mission, shall not receive food and lodging allowances for the extra time.

**3.1.4.** URMIA encourages travelers to plan trips to achieve the lowest overall cost possible. For instance, traveling on Saturday rather than Sunday to obtain a lower fare is appropriate as long as the additional meals and lodging costs are demonstrably equal to or less than the airline ticket savings.

#### *3.2. Persons Authorized to Approve Travel Documents*

**3.2.1.** If the travel has been budgeted, it has been approved and no further authorization or approval is required.

**3.2.2.** Unplanned or unbudgeted travel requires the President's approval. The President will convey his/her approval in writing. A copy of the approval must be forwarded to the National Office (email is acceptable). Expense reports should be submitted directly to URMIA Headquarters. The National Office will check the expense reports and bring any questionable expenses to the attention of the Treasurer.



### *Airfare*

- 3.3.1.** Airline travel should be reserved at the lowest applicable non-penalty coach fare. Business or first class travel is reimbursable only when no other flights are available.
- 3.3.2.** The most direct route to the destination is preferred. However, where a connection is available in the same general time frame as a direct flight, and the connection is at least \$200 cheaper than the direct flight, the member is expected to take the connecting flight.
- 3.3.3.** Paid upgrades to first class or other paid arrangements for travel other than coach class will not be reimbursed.
- 3.3.4.** When possible, all air travel is expected to be booked at least 21 days in advance in order to maximize the opportunity for lowest fares. For domestic flights the most economical class of services will be reimbursed. For transatlantic flights, business class service will be reimbursed provided that the ticket has met the 21 day advance purchase requirement. Air carrier selection cannot be biased by any members' frequent flyer program. The lowest cost air travel must take precedence over frequent flyer programs. However, frequent flyer bonuses may be retained by the member and any upgrade or bonus awards may be retained by the member.
- 3.3.5.** Flight insurance is not reimbursable.
- 3.3.6.** All Officers, Board members and committee chairs and others traveling on URMIA business may book their travel through their own travel agent, or may contact the National Office to set up travel. Using the National Office to book travel will eliminate the need for an individual to pay for the ticket then request reimbursement, as official URMIA travel will be charged directly to the URMIA account. If you also book personal travel as part of the trip, you must provide personal credit card information for that portion to be booked.

### *3.3. Trains*

- 3.4.1.** Rail travel should be reserved at the lowest applicable non-penalty coach fare. Business, first class or club car travel is reimbursable only when no other classes of service are available.
- 3.4.2.** Tickets for train travel will be reimbursed at cost. First-class train travel will be reimbursed as long as the cost does not exceed the cost of coach airfare purchased in advance as noted above. When submitting a reimbursement request for first-class train travel, the member must provide documentation showing that the cost is less than or equal to that of the lowest available coach airfare.

### *3.4. Automobiles*

#### *Personal Vehicles*

- 3.5.1.** The reimbursement rate is the amount per mile allowed by Internal Revenue Service regulations.
- 3.5.2.** Both the miles traveled and the cost incurred should be shown on the Travel Expense Form.
- 3.5.3.** When transportation on a scheduled airline is available, coach class airfare is the maximum amount that will be approved, regardless of the mode of transportation used.
- 3.5.4.** The request for reimbursement should include the following: travel date(s), starting point(s), destination(s), miles, mileage rate and reimbursable amount.
- 3.5.5.** The cost of gas is not reimbursable because it is covered by the overall IRS rate. No



reimbursement will be made for the cost of repairs to the vehicle or other such costs whether they result from the member's act or the actions of others.

#### Rental Cars

**3.5.6.** Vehicles up to an intermediate (midsize) class are reimbursable for up to two travelers. The next size class may be rented when three or more people are traveling together. Names of additional travelers should be listed on rental receipts when reimbursement is requested for size classes above midsize.

**3.5.7.** Reimbursable items include the actual cost of the rental, tolls, and gasoline purchase. Although reimbursable, one-way rentals should be avoided and must be specifically explained in the documentation attached to the Time and Expense Report.

#### Insurance

**3.5.8.** It is recommended that anyone renting a vehicle on URMIA business decline insurance through vehicle rental agencies. The member's personal automobile liability insurance is considered primary coverage for rental and personal vehicles.

#### *3.5. Miscellaneous Transportation Related Expenses*

**3.6.1.** Tolls — Necessary tolls are reimbursed.

**3.6.2.** Parking — Necessary charges for parking are reimbursed, including parking fees that do not exceed normal taxi fares to and from the airport.

**3.6.3.** Traffic Violations — Traffic and parking violations received with rental or personal vehicles are not reimbursable.

**3.6.4.** Public Transportation — Public transportation is the preferred mode of transportation and is to be used whenever possible and practical. The cost will be reimbursed.

**3.6.5.** Taxi Service — Taxi fares, including reasonable tips, are reimbursed when public transportation is unavailable or not practical.

### **4. LODGING**

#### *4.1. Room reservations*

**4.1.1.** Members will be reimbursed for standard accommodations at reasonably priced commercial class hotels. URMIA will pay for the cost of a single room unless (1) a larger room is shared with another member or (2) special circumstances (such as the need for a meeting space) warrant a larger room or a suite of rooms. Documentation of such situations must be stated on the hotel receipt. Expanded accommodations for family members and/or guests are the responsibility of the member and not reimbursable.

**4.1.2.** If the member is unable to honor a hotel reservation, it is his/her responsibility to ensure that the room is cancelled in compliance with the cancellation terms established by the hotel. If the cancellation is caused by URMIA after the time when a cancellation fee is assessed, that fee will be reimbursable. If, however, the cancellation is caused by URMIA and the member is notified before the time when a cancellation fee is due, or is caused by the actions of the members, that fee will not be reimbursed.



## 5. Other Expenses

5.1. Personal Expenses, the following types of expenses are considered to be of a personal nature and will not be reimbursed:

- 5.1.1. Personal or extra-cost services such as barber, beauticians, manicurist, in-room movies, shoeshine and massage;
- 5.1.2. Additional changes for room upgrades, poolside rooms, or special floors.
- 5.1.3. Souvenirs, clothing and gifts.
- 5.1.4. Personal items are not to be placed on the member's hotel room bill. Individuals are required to purchase these items on their own and keep these charges separated from reimbursable expenses.

### 5.2. Internet Service

In appreciation of the member traveling on URMIA business, reasonable costs of hotel internet service will be reimbursable.

### 5.3. Meals & Entertainment

- 5.3.1. The member will be reimbursed for the actual, reasonable cost including tax and gratuity, of his or her meal during the travel period. The maximum amount of gratuity for meals is 20%. Appropriate receipts for all meals are required for reimbursement.
- 5.3.2. When meals are provided as part of a registration fee, the officer or member will not be reimbursed for meals purchased elsewhere.
- 5.3.3. Entertainment costs that are not part of a planned group event (conference or board function) are not reimbursable.

### 5.4. *Travel Advances*

- 5.4.1. Advances will be considered under extenuating circumstances. Requests for advances should be submitted to the National Office and require approval from the President or Treasurer.

### 5.5. Cancellations

- 5.5.1. When an officer, board member or chair needs to cancel an URMIA reimbursable trip due to a legitimate reason such as personal or family illness or a campus emergency, they should communicate this to both the President and the Executive Director. If the trip is booked through URMIA and a credit is available, the credit will be used for their next URMIA trip. If the trip was self-booked, and a credit is available, then the credit should be used for the next URMIA trip. If a refund is possible, then it should be requested.



## **6. Reimbursement Travel Policy for Affiliate Members**

URMIA recognizes that volunteer time and contributions are important to its success. As such, URMIA reimburses its volunteer Institutional members and staff for reasonable expenses incurred while conducting business or performing services on behalf of the association, as authorized by the board of directors.

It has always been the expectation of URMIA that the involvement in the association by Affiliate members is conducted at the Affiliate member's expense or that of their employing company. While it is expected that this will continue, it is also recognized that there may be times when URMIA will want to call on the expertise of one or more of its Affiliate members to represent URMIA at certain events. At such times an Affiliate member is asked to represent URMIA and is reimbursed by the association for incurred expenses in doing so, the Affiliate member must, in no way, represent his or her employing company other than by employment affiliation. At all times while representing URMIA, the affiliate member must disclose and make apparent he or she is acting on behalf of URMIA, representing URMIA, and in no way are they representing their employer. Reimbursement for travel expenses is limited to usual and customary business-related expenses.