

Volunteer Travel Procedures

Procedure Number: 110 - A

Approved by: Board of Directors

Date Approved: Adopted 6/1996

Date Revised: 6/2011, 6/2015, 2/2017-18-19- #8 IRS mileage rate (IRS mileage updated yearly; see section Expenses and Reimbursement); org name changed 2020.

The following information pertains to expense reimbursement guidelines for CBDCE Board members, committee/task force volunteers, and staff as appropriate. Please also refer to Policy Number 111, Financial Management, Expense Reimbursement and Travel Arrangements for additional policy information.

Expenses and Reimbursement

Approved by: Board of Directors

Date Approved: Adopted 6/1996

Date Revised: 2022 IRS mileage

1. Lodging expenses and applicable taxes for CBDCE meetings are ordinarily billed to a master account. The individual traveler is responsible for paying incidentals upon checking out of the hotel.
2. For reimbursement purposes, receipts must be submitted for hotel charges, taxis, limousines, or other ground transportation, and meals over \$10.
3. Mileage for personal motor vehicle use is reimbursed at the rate currently paid by the Internal Revenue Service (\$.625 per mile - 7/2022 IRS rule).
4. Miscellaneous travel expenses essential to the transaction of certification-related business are reimbursable and include parking fees, road and bridge tolls, ferry and transit fees, and taxi fares.
5. Motor vehicle rental fees are reimbursable provided such rental arrangements are approved in advance by the CBDCE Chief Executive Officer.
6. Telephone calls of an official CBDCE business nature may be reimbursed upon receipt by CBDCE of an expense form and supportive documentation submitted within a reasonable time.
7. One personal telephone call per day, of reasonable length (5 to 10 minutes), may be reimbursed upon receipt by CBDCE of an expense form and supportive documentation submitted within a reasonable time.
8. Hotel charges for internet use up to \$14.00 per day during Board meetings may be reimbursed upon receipt by CBDCE of an expense form and supportive documentation submitted within a reasonable time.
9. Expense statements and required supportive documentation should be submitted to the CBDCE national office for reimbursement within a reasonable time following the date of incurred expenses, not longer than 30 days.

Volunteer Travel Guidelines

Approved by: Board of Directors
Date Approved: Adopted 6/1996
Date Revised: 10/2003, 6/2015

1. CBDCE's official travel agency is JV Travel.
2. Air travel arrangements should be booked through JV Travel.
3. Air travel arrangements should be made as much in advance of date of departure as possible to receive benefit of special rates.
4. Reservations are made by contacting JV Travel:
Telephone: 630-810-0449
Email valjvt@yahoo.com
5. When making reservations, advise JV representative of the purpose for your travel.
6. JV Office hours are the following:
Monday through Friday 9 AM to 4:30 PM
Saturday Office is not open messages are checked
7. When circumstances occur which necessitate any changes in bookings which are already confirmed, JV Travel should be advised and requested to make any necessary changes.
8. In cases of emergency when immediate changes must be made and JV Travel is not available, the ticketing airline should be called directly. Itinerary changes and ticket reissues ordinarily include service charges. The individual needing such changes on short notice must be prepared to pay such charges with a personal credit card when dealing with the airline directly.
10. JV Travel has been instructed to use the carrier with the lowest available fare. If this airline is unacceptable to the traveler, that individual will be responsible for the difference in cost between the lowest available fare and that of the individual's preferred carrier. A personal credit card will be required for billing.
11. Any and all travel and related expenses of any individual(s) who may accompany a member of the Board of Directors or an CBDCE committee on any CBDCE business-related trip are the sole responsibility of that Director or committee member.

Volunteer Travel and Lodging

Approved by: Board of Directors

Date Approved: Adopted 6/1996

Date Revised: 6/2015

1. CBDCE Board of Directors, committee and task force members, and staff traveling on official/authorized business are expected to utilize the most economical mode of travel available, consistent with scheduling needs.
2. Travel arrangements for members of the Board, committees, task forces, and executive office staff are to be made through the CBDCE travel agency. Exceptions to this policy must be cleared through the Chief Executive Officer.
3. Lodging arrangements are made by CBDCE staff, at negotiated rates. It is CBDCE's policy to reserve single rooms for all travelers for the time required for the meeting.
4. For lodging not arranged by CBDCE staff, reimbursement requests must be submitted on an CBDCE expense form along with a copy of the paid receipt.
5. Continental breakfast and lunch are provided at all CBDCE meetings.
6. The rental of motor vehicles is discouraged, as CBDCE meetings do not ordinarily require travel frequent enough to justify the costs of daily or weekly rentals. All motor vehicle rentals must be approved in advance by the Chief Executive Officer if reimbursement is expected.
7. Flight arrangements for any certification-related business must be by commercial carrier.
8. CBDCE will not underwrite, in whole or in part, expenses for the Board of Directors, committee or task force chairs or members to attend the AADE meeting. The exception to this policy is that one registration fee will be paid for the CBDCE Board Chair or Board member representative staffing the exhibit booth for any meeting where CBDCE may exhibit.
9. CBDCE reimburses expenses incurred by up to two testing agency representatives to attend certification-related meetings, provided such intentions are submitted in writing in advance of the meeting for approval by the CBDCE Chief Executive Officer.