

## **Minnesota Section AWWA Travel Policy**

### **Purpose**

The purpose of this policy is to provide guidelines for consistent Section travel practices. The Board acknowledges:

- The achievements of Section members and member utilities, as recognized by AWWA awards, is worthy of recognition by the Section.
- The participation of Section members in AWWA ACE competitions is worthy of support by the Section.
- The leadership of the Section is enhanced by the participation of Board members at AWWA functions.

### **General**

The Section Board reserves the right to limit the overall budgeted amount for expense reimbursement as defined here.

Prior to any Section travel, a MN-AWWA Travel Authorization form must be completed and submitted to the Section's Secretary Treasury or their designee, and acknowledged as compliant with policy. Travel for Award Winners and Committee Functions must be approved in advance by the appropriate Committee Chair, via acknowledgement of the Chair in the Travel Authorization form. Anticipated committee expenses must be included in the budget as approved by the Board (functions/expenses specifically identified herein are included in separate line items in the Section annual budget).

For reimbursement, a MN-AWWA Travel Expense Reimbursement Request form must be completed, and must be accompanied by original itemized receipts, meals will be covered on a per diem basis (credit card authorization receipts not acceptable). A report summarizing the meeting content and how it will benefit the Section shall be submitted with the reimbursement form in order to receive reimbursement.

### **Functions/Expenses Eligible for Reimbursement**

It is understood that the traveler's first funding source is the traveler's employer. In situations where the employer does not cover travel expenses in full or part the following, unless otherwise specified in this document, are expenses eligible for reimbursement (up to any limit specified for each category of function):

1. Conference Registration, when applicable, and when not waived or otherwise paid by others.
2. For travel to the function, either coach travel by commercial airline or railway, or mileage at the current State of Minnesota mileage rate. Reimbursement based on most economical and feasible means of

- travel. For air travel, standard baggage costs as charged by the airline are also allowed for one bag per traveler.
3. Mileage at the current State of Minnesota mileage rate from the traveler's home to/from the airport/rail station.
  4. Ground Travel, if required, should be utilized in the following order.
    - a. Complimentary shuttles as available
    - b. Public mass transit
    - c. Commercial shuttle
    - d. Taxi pooling
    - e. Taxi (individual)
    - f. Rental car as last option (If attendees can travel as a group at reduced rate, this option will be considered).
  5. Meals
    - a. Meal expenses are paid on a per diem basis. Receipts for meals are not required.
    - b. When meals are provided by others or as part of the event, eligible daily expenses shall be limited accordingly.
    - c. Meal expenses limited to \$50.00/day in State, \$60.00/day Out of State.
    - d. Per diem rates as follows:
      - i. Breakfast; &12.00 In State, \$15.00 Out of State
      - ii. Lunch; \$12.00 In State, \$15.00 Out of State
      - iii. Dinner; \$26.00 In State, \$30.00 Out of State
  6. Lodging at event sanctioned properties at conference rate or lower.
  7. Incidentals – Incidentals are not covered by the Section. These include in-room movies, alcoholic beverages, earphones, movie rentals, life and additional travel insurance beyond that routinely available through the traveler's credit card

Spouse/guest expenses are not reimbursable by the Section unless noted otherwise.

## **Board Functions**

Annual Conference & Exposition: The Board desires that key Board members attend and participate in ACE. This group includes the Secretary-Treasurer and the Section Chair when these officers are unable to obtain such funding from their employers. Allowable expenses for reimbursement are as defined herein for the full length of the conference. If Secretary-Treasurer cannot attend the Assistant Secretary-Treasurer may take their place.

Board Meetings - AWWA: Occasionally, due to a conflict, the Director is unable to attend an AWWA (Association) Board meeting. In years when there is a change in Association Director, the Incoming Association Director will be the temporary replacement. In years when there is no Incoming Association Director or if the Incoming Association Director cannot attend, then one of the following Officers shall attend; Section Chair, Chair-Elect, or the Past Chair. The Section will provide for the travel expenses, not covered by AWWA, of the guest of Minnesota's Association Director and

the Incoming Director to attend the Association's Winter Board Meeting. One or the other not both.

Attendance at Neighboring Sections' Annual Conferences: The Section Chair or his/her designee will have their expenses paid for when officially representing the Minnesota Section at the annual section meetings of neighboring sections. These Sections shall include Ohio, Illinois, Indiana, Wisconsin, Michigan, Ontario, North Dakota, South Dakota, and Iowa.

Members of the Section Board meeting costs will be reimbursed for any authorized expenses beyond those covered by employer. Any conference registration costs will not be covered.

AWWA Summer Workshop: The Section will provide for the expenses of Board members, or individuals designated by the Board, to attend AWWA Summer Workshops

Regional Meeting of Section Officers (RMSO): The Section will provide for the expenses of designated Board members to attend the RMSO.

### **Award Winners**

Association Awardees: Expense reimbursement is limited to individual and utility awardees for awards that are presented to awardees at ACE functions. (i.e. Fuller Award, Honorary Member Award, other National recognition) Section members and utilities receiving/accepting awards that are recognized at AWWA ACE are allowed reimbursement for eligible expenses per awardees. Eligible expenses are limited to one day conference registration (day of award recognition, unless provided by others) and two nights lodging. All other awardees (committee awards, Section awards, etc.) are recognized at the Minnesota Section Annual Conference, and arrangements can be made for acceptance of such awards by other Section members attending ACE if the associated committee Chair or a committee member is not otherwise in attendance.

### **Committee Functions**

Policy-Authorized Committee Functions: The Board encourages and supports committee attendance and participation at various seminars and activities where a direct and substantial benefit to the Section is provided. Authorized functions are the Washington D.C. Fly-in, YP Summit, WFP Summit, and Membership Summit. In addition, the Board encourages active participation in competitions held by AWWA at ACE and administered at the Section level by Section committees. Authorized functions are the Tapping Contest, Meter Madness, Fresh Ideas Poster Competition, and Best Tasting Water. Allowable expenses for reimbursement are as defined herein for the full length of the conference/function.

Other Committee/District Functions: Committees desiring to participate in activities and seminars not authorized by this policy will be considered by the Board on a case-by-case basis whether as a part of the committee's annual budget request or through special projects funding. Requests for travel expenses not identified in this policy must

Approved May 7, 2010

include a clear indication of the benefit to the Section. Committees are encouraged to evaluate methods of participation in activities or seminars that will provide benefit to the maximum segment of the membership. These may include, but are not limited to, sponsoring webcasts and local seminars.

**Other**

Expenses for travel not listed in this document will require prior Section Board approval. A MN-AWWA Travel Authorization form must be completed and submitted to the Section's Board. Submission of the form is due 2 weeks prior to one of the regularly scheduled Board meetings.