

## **MONAHRO TRAVEL POLICY**

**The Missouri Chapter of NAHRO's travel policy is intended to assist all officers that have been assigned a travel budget, with their travel expenses to Southwest NAHRO Conferences. Additionally, the President and Senior Vice-President are provided travel budget to attend National NAHRO Conferences when expected to attend.**

**All travel expenses must stay within the approved budgets for each officer and their committee. Meals are to be reimbursed at the Federal GSA travel rates. Mileage rates will be paid at the current IRS rate if personal vehicles are used. Each Committee VP has the responsibility to attend SWNAHRO Conferences and plan the budget to include travel for committee members throughout the year to attend Winter Planning Committee Meeting and SWNAHRO Annual Conference.**

**All reimbursements are made payable to the officer's or committee member's agency.**

### **A. General**

- 1. It is the policy of Missouri NAHRO to support travel to SWRC NAHRO and National Conferences for Officers of the organization who are required to participate in a SWRC and/or National Committee in order to fulfill their duties.**
- 2. Travel expenses must be reasonable and necessary and must be itemized and approved by the President.**
- 3. There are no travel funds available for in-state travel.**
- 4. Generally, unless good cause is shown and approved by the President, the less expensive mode of travel (i.e. mileage vs. airfare) will be reimbursed, even if the person traveling chooses the more expensive mode of transportation.**

### **B. Travel Budget**

- 1. Missouri NAHRO provides a travel budget for the Vice Presidents of Standing Committees and Committee Members appointed to SWNAHRO to fulfill their obligation to attend Southwest Regional NAHRO meetings.**
- 2. The President and Senior Vice-President are provided a travel budget for travel to attend National NAHRO and Southwest Regional NAHRO.**
- 3. Any other requests for travel expenses by officers, members of the Executive Committee or Chapter members for the purpose of performing duties associated with appointment to committees at the**

**SWRC and/or National level must be approved by the Executive Committee.**

- 4. All requests for reimbursement must be submitted on a Missouri NAHRO Expense Voucher with supporting itemized documentation along with a MONAHRO Reimbursement Form and submitted to the President for approval. The President will then submit, if approved to the Treasurer for payment. Should any expense not be approved, the President will notify the person submitting the request.**

**C. Ineligible Expenses**

- 1. Entertainment**
- 2. Laundry, Valet, etc.**
- 3. Expenses associated with accompanying family members, friends, etc.**
- 4. Long distance phone charges**
- 5. Personal expenses such as newspaper/magazines, tobacco/alcohol, barber, hair stylist, massage, nail spa, shoe shines, toiletries, fines, forfeitures or penalties, postage, loss or damage to personal property, etc.**

**October 5, 2016**

**Approved by MONAHRO Executive Board (3-15-2017)**

**Approved by MONAHRO General Membership (3-17-2017)**