

## VOLUNTEER TRAVEL POLICY

The Water Research Foundation (WRF) strives to minimize all travel-related expenses to direct more funding to research. However, WRF also recognizes the importance of reimbursing costs incurred by those individuals contributing their time and expertise to developing that research. Therefore, we ask that you observe the following travel policy and minimize, within reason, the expenses incurred during your service to WRF.

Below are the general travel policy guidelines for WRF's volunteer groups:

- Board of Directors
- Committee Members and Other Volunteers

Deviations from this policy will be considered as necessary to respond to specific needs.

### **Board of Directors**

#### **Board/Committee Meetings Associated with Conferences**

1. Directors (or the organization they represent) are expected to pay all travel costs (including airfare, ground transportation, mileage, parking, etc.) to Board/Committee meetings that are associated with conferences or other water industry events. An exception to this rule will be allowed for Directors who do not attend the conference\* or who reside outside of North America. WRF will reimburse for expenses incurred outside of expected conference costs to attend Board/Committee meetings, such as additional hotel nights and meals.
2. Lodging and food expenses will be reimbursed for the day preceding, the day of, and one day following the Board/Committee meeting, or the last Board-related event.
3. Standard expense report forms will be provided and should be submitted within five (5) working days after the meeting. ***See the "Expense Reports – All Volunteers" section below.***

*\*Directors who do not attend the conference may opt to use WRF's travel agency as noted below.*

#### **Board/Committee Meetings Not Associated with Conferences**

1. WRF will reimburse Directors for reasonable travel expenses to Board/Committee meetings not associated with conferences.
2. Directors are encouraged to take advantage of special discount airfares since meetings are scheduled well in advance. Whenever possible, the lowest available airfare should be purchased. Directors who wish to avoid upfront expenses may use WRF's travel agency, Corporate Travel Management, for flight arrangements. To make your reservations, call 978-326-3143 or 844-378-3143 (toll-free). Let the agent know you are booking travel through The Water Research Foundation account.
3. Use of private automobile is reimbursable at the IRS-approved mileage rate, as long as the cost does not exceed the equivalent airfare. (The expense report form provided by WRF reflects the current IRS mileage rate.) A Google map (or similar) showing the number of miles for the route taken must be included with the submission of a mileage reimbursement.

4. Lodging and food expenses will be reimbursed for the day preceding, the day of, and one day following the Board/Committee meeting.
5. WRF will reimburse other usual travel expenses (taxi/ride share/shuttle, baggage fees, wi-fi). The most reasonable, lowest available airfare should be purchased.
6. WRF volunteers may not use rental cars when traveling on behalf of the Foundation and WRF will not reimburse for such rentals.
7. ***See the “Expense Reports – All Volunteers” section for instructions on claiming expenses for reimbursement.***

### **Research Committee Members and Other Volunteers**

#### **Meetings Associated with Conferences**

1. Volunteers (or the organization they represent) are expected to pay all travel costs (including airfare, ground transportation, mileage, parking, etc.) to WRF meetings that are associated with conferences or other water industry events. An exception to this rule will be allowed for volunteers who do not attend the conference. WRF will reimburse for expenses incurred because of the meeting schedule (i.e., arriving early or staying longer at the conference location to attend a WRF meeting).
2. ***See the “Expense Reports – All Volunteers” section for instructions on claiming expenses for reimbursement.***

#### **Meetings Not Associated with Conferences**

1. WRF will reimburse Foundation volunteers for reasonable travel expenses to meetings not associated with conferences.
2. Foundation volunteers are encouraged to take advantage of special discount fares since meetings are usually scheduled well in advance. Whenever possible, the lowest available airfare should be purchased. Volunteers who wish to avoid upfront expenses may use WRF’s travel agency, Corporate Travel Management, for flight arrangements. To make your reservations, call 978-326-3143 or 844-378-3143 (toll-free). Let the agent know you are booking travel through The Water Research Foundation account.
3. Use of private automobile is reimbursable at the IRS-approved mileage rate, as long as the cost does not exceed the equivalent airfare. (The expense report form provided by WRF reflects the current IRS mileage rate.) A Google map (or similar) showing the number of miles for the route taken must be included with the submission of a mileage reimbursement.
4. Lodging, food, taxi/ride share/shuttle, wi-fi, and other normal travel expenses will be reimbursed by WRF. The most reasonable, lowest available airfare should be purchased.
5. WRF volunteers may not use rental cars when traveling on behalf of the Foundation and WRF will not reimburse for such rentals.
6. ***See the “Expense Reports – All Volunteers” section for instructions on claiming expenses for reimbursement.***

### **Expense Reports – All Volunteers**

1. Standard **expense report forms** will be provided and should be submitted within five (5) working days after the meeting.

2. **Itemized receipts** or legible electronic copies are to be attached to the expense report. Bank or credit card statements are not an itemized receipt. Original receipts are required for durable goods such as electronics, and pre-approval to purchase such goods on behalf of the Foundation is required.
3. WRF will reimburse up to \$50.00 for the expenses with **missing receipts**. When possible, provide a bank or credit card statement to substantiate the expense.
4. Expenses incurred in **foreign currencies** will be converted to US Dollars (USD) by WRF when submitted, or you may provide a bank or credit card statement to show the USD conversion charged.

### **Insurance Coverage for Volunteers**

The Water Research Foundation's business insurance package extends to volunteers for bodily injury, property damage and travel accident for domestic and foreign travel. Volunteers should contact WRF's Chief Operating Officer for guidance in the event of a claim.

- **Foreign Travel:**
  - Foreign travel is defined as anything outside the US or its territories
  - Mexico and Canada are considered foreign
- **Auto Insurance:**
  - WRF does not provide auto insurance for volunteers
  - WRF Volunteers may not use rental cars when traveling on behalf of the Foundation and WRF will not reimburse for such rentals