

TRAVEL POLICY

It shall be the policy of Greater Pittsburgh Intergroup to reimburse delegates for reasonable out-of-pocket expenses. For purposes of this policy, a delegate shall be defined as a Regional Representative, an Alternate Regional Representative or any member authorized by the Greater Pittsburgh Intergroup to conduct business of the Intergroup. Expenses shall be defined as travel, meals, lodging and similar expenses of a business nature when incurred in effectively carrying out Intergroup business. Every delegate is expected to use good judgment when expending and approving expenses.

Administration of this policy shall be on a basis consistent with maintenance of reasonable living standards and appropriate representation of the Intergroup in the situation to which the expenditure is related.

Items of a personal nature incurred while traveling shall be carefully segregated from Intergroup expenses and are not reimbursable.

To comply with the travel and entertainment expense provisions of the Federal tax laws, each delegate must be governed by the following:

1. Receipts for lodging, transportation and other major expenditures must be attached to the expense report. Points traveled and purpose of trips must be fully explained. All expenses must have a receipt.
2. Details of meal expenses must include:
 - a. Reason the meal is to be reimbursed.
 - b. Date, time and place.
 - c. The business purpose must be fully explained.
 - d. Actual cost of meals, including tips, while away from home on Intergroup business is allowable. From fifteen (15) to twenty (20) percent of meal cost is considered an adequate tip. Again, delegate good judgment is expected so cost effectiveness is maximized. All meals must have a receipt. Meal costs exceeding thirty-five dollars (\$35.00) per day, or an average of ten dollars (\$10.00) for breakfast and lunch and fifteen dollars (\$15.00) for dinner, will be considered excessive except in certain high-cost areas (New York City, for example).
 - e. Meal costs incurred in the Pittsburgh area are not reimbursable unless the delegate's duties require purchase of meals normally taken at home. Reimbursable items would include cost of delegate's meals at local conventions, seminars or meetings or Intergroup reasons.

- f. Meal costs for travel days will be reimbursed according to the following schedule:
 - 1) Departing before 12:00 noon will be reimbursed for two (2) meals.
 - 2) Departing after 12:00 noon will be reimbursed for one (1) meals.
 - 3) Returning before 12:00 noon will be reimbursed for one (1) meal.
 - 4) Returning after 12:00 noon will be reimbursed for two (2) meals.
- g. Cost of cocktails, liquors or other drinks is personal expense and is not allowable.

Administration

This policy will be administered by the elected officers of Greater Pittsburgh Intergroup. Any expenditures which appear to be excessive or unusual shall be investigated by those responsible for approval. It is the responsibility of the board to see that the expenses meet the requirements of the Federal tax law.

Expense Advances

Advances may be assigned to delegates to provide funds for travel expenses when out of the Pittsburgh area. Any unexpended portion of the advance is to be returned to Intergroup within ten (10) days of the completion of the trip.

Mode of Transportation

Mode of transportation shall be decided by a consensus of the delegates. As a general guideline, trips taking less than five (5) hours should be made by motor vehicle. If a delegate chooses not to travel with the group, his cost will be treated as a personal expense.

Reimbursement of Expenses

Reimbursement is obtained by submitting an itemized expense report to the Treasurer of the Greater Pittsburgh Intergroup. Approval of questionable expense reports will be by a consensus of the Board. Expense reports will be submitted at the next meeting of Greater Pittsburgh Intergroup.

Receipts for hotel bills, transportation tickets and other expenses which normally are attainable shall be attached to the expense report as support for expenditures listed.

Approved 4/29/01