**WSU Alumni Association Travel Reimbursement Policy**

**Spring 2017 Leadership Conference**

**April 20-22, 2017**

Travel reimbursement is available **only** to Board of Directors members, Chapter Presidents, and Presidents of officially recognized Alumni Clubs, or their approved proxy. Chapter Vice Presidents and WSUAA Past Presidents are invited and welcome to attend, but no reimbursement of expenses is provided.

Reimbursement requires attendance at **all** sessions of the conference, unless specifically excused by the Alumni Association President. Only items specifically listed in this policy will be reimbursed. Hotel and other lodging expenses are **not** reimbursed. All meals are “on your own” unless noted in the conference agenda. Reimbursement requests must be submitted within 30 days after the conference.

AIR TRAVEL: For volunteers who live *more than* 400 miles one-wayfrom Pullman, the WSUAA will compare airfares into Spokane, Pullman and Lewiston, and purchase the lowest available airfare. If you wish to take a different, more expensive flight, you are welcome to purchase the air ticket yourself, and the WSUAA will reimburse you for the amount of the lowest available airfare. To schedule air travel, please contact Jill Huffman at Global Travel in Pullman, at 509-332-1212 or *jillz@globaltrav.com*. **DEADLINE TO BOOK AIR TRAVEL IS MARCH 1, 2017.** Airport parking, rental cars, baggage fees, and other travel expenses are not reimbursed. If an out-of-state volunteer prefers to drive to the meeting, the WSUAA will provide a mileage stipend as calculated below, ***OR*** the amount of the lowest-cost air ticket to Spokane, Pullman, and Lewiston on March 1, 2017, whichever is less.

DRIVING: For volunteers who live *less than 400 miles one-way from Pullman*, a stipend will be provided to assist with fuel cost. The calculation uses 20 MPG, the average price of gas in Washington on the day of the conference (see gasbuddy.com/USA), and the round trip mileage between Pullman and the volunteer’s home. Carpooling among volunteers is encouraged. When carpooling, only the vehicle owner will be reimbursed for mileage. For volunteers who would rather fly, the WSUAA will reimburse the amount of the lowest available airfare to Spokane, Pullman, and Lewiston on March 1, ***OR*** the mileage stipend to and from the volunteer’s home, whichever is less.

Proxy requests and other exceptions to this travel policy must be approved in advance by the Executive Committee of the WSUAA, and will be reviewed on a case-by-case basis. Requests for exceptions to policy must be submitted to the Executive Committee no later than 30 days prior to the conference**.**

The WSU Alumni Association is a 501(c)(3) non-profit organization, registered with the U.S. Internal Revenue Service. The expenses incurred participating in the Leadership Conference that are not reimbursed may be tax-deductible. Talk with a qualified tax preparer for specific details.

Please contact Leilani Stevens at stevensl@wsu.edu or (800) 258-6978 if you have any questions about reimbursements or travel for the meeting.