

## Section Travel Policy

### Travel Expenses for Course Moderators:

Compensation will include only the following:

- ⇒ Mileage at the established Federal rate for use of a personally owned vehicle or economy class airfare whichever is less.
- ⇒ Room Accommodations
- ⇒ A daily Per Diem will be calculated for meals when an overnight stay is required using current federal standards. For conferences a first and last day for travel will also be allowed using current federal rates.
- ⇒ A stipend will be paid according to the Sections Stipend Policy.

### Travel Expenses for Board Members during Conferences:

Compensation will include only the following:

- ⇒ Mileage at the established Federal rate for use of a personally owned vehicle or economy class airfare whichever is less.
- ⇒ Room Accommodations, if member lives more than 2 hours from the site of the meeting and for the night prior to business meeting only.
- ⇒ A daily Per Diem will be calculated for meals when an overnight stay is required using current federal standards.

### Travel Expenses for Board Members for Board Meetings:

Compensation will include only the following:

- ⇒ Mileage at the established Federal rate for use of a personally owned vehicle or economy class airfare whichever is less.
- ⇒ Room Accommodations, if member lives more than 2 hours from the site of the meeting.
- ⇒ A daily Per Diem will be calculated for meals when an overnight stay is required using current federal standards.



Your Partner in PUBLIC SAFETY

## SOUTHWESTERN SECTION

PO Box 4507 Cedar Hill, Texas 75106

(972)291-5549

### Travel Expenses for International Conferences:

The Southwestern Section will reimburse in full, for attendance by designated board members when funds permit.

Compensation will include only the following:

- ⇒ Registration Fees for attendance to the International Conference & all associated events
- ⇒ Mileage at the established Federal rate for use of a personally owned vehicle or economy class airfare.
- ⇒ Room Accommodations
- ⇒ A daily Per Diem will be calculated for meals when an overnight stay is required using current federal standards. For conferences a first and last day for travel will also be allowed using current federal rates.

\*Receipts for travel are required for reimbursement, with the exception of meals and incidentals\*

\*\* Travel advance payment requests shall be approved by the Section President\*\*

\*\*\*Any meal provided by the conference registration Fees or by the Section during a conference or meeting will be deducted from the Per Diem (ex: lunches provided during conference means you cannot claim lunch for each day the lunch was provided.)\*\*\*

\*\*\*\* Rental cars are typically NOT reimbursed by the Southwestern section. Unique circumstances may be referred to the Section President, who will present it to the Executive Committee for their approval\*\*\*\*

APPROVED 11/9/2018