



## TRAVEL POLICY

To most efficiently and responsibly manage the travel budget of the Gateway Chapter of the Association of Legal Administrators (ALA) and its financial responsibilities to its members, the following travel policies/guidelines are adopted for costs associated with the travel of the Chapter's Board of Directors and scholarship winners.

Stipends and scholarships are awarded pursuant to the Chapter's Scholarship Policy. Reimbursement for travel is limited to stipend and scholarship amounts set annually by the Board of Directors. The below guidelines set out what is reimbursable or non-reimbursable up to the stipend and scholarship amounts.

The Travel Policy will be distributed by the Chapter Treasurer when scholarships or stipends are awarded, so that members understand the policy before booking travel. It will also be distributed with the Chapter Reimbursement Form, so that members have it available when submitting travel expenses.

### TRAVEL PERIOD

Registration fees, transportation, lodging at the meeting location, and meals in connection with travel on ALA business will be reimbursed as long as they fall or take place within the official travel/meeting period designated in advance for each conference/meeting. *As a general guideline*, the official travel/meeting period will usually begin 24 hours prior to the scheduled start of any ALA leadership group meeting. ALA Gateway recognizes that convenient travel schedule options can vary depending on the meeting location, and at times may not fit within these general guidelines. In these cases, reasonable exceptions will be granted by the Chapter's Board of Directors.

### AIRFARE

1. The Chapter will reimburse for round-trip coach airfare costs incurred. Travelers are expected to book travel on a timely basis and to use the most reasonably cost-effective tickets. Covered air travel expense typically includes the most direct route to and from the meeting location. Additional air travel expense that results from booking business or first-class airfare will be the responsibility of the individual.
2. Reimbursable air travel expenses include the cost, if any, of checking one item of luggage. The cost of checking a second bag or of paying overweight fees on checked luggage will be reimbursed only a) in the case of extended, continuous travel on ALA-related business covering at least six consecutive nights, or b) where, regardless of trip length, a second checked bag or additional weight is required/due to the need to transport Chapter business-related materials and items.
3. Non-reimbursable air travel expenses include "personal choice" or extra fees which may be charged by airlines, including but not limited to, seating upgrades, early check-in, or travel insurance. Such expenses will be the responsibility of the individual.
4. When ALA travel is combined with personal travel in ticketing, resulting in additional travel legs unrelated to ALA business, the individual traveler must submit proof that the addition of an extra leg did not increase the cost of airfare.

## GROUND TRANSPORTATION

1. Ground transportation (e.g., Uber, taxi, airport parking, hotel parking) will be reimbursed at actual cost so long as (a) costs incurred are reasonable and necessary, and (b) the reimbursement request is accompanied by receipts or other written documentation. Chapter members are expected to consider the most cost effective transportation mode.
2. If use of a personal automobile is required, the Chapter will reimburse for actual mileage based upon the current IRS business allowance rate plus tolls and parking expenses. Total auto reimbursement for inter-city travel may not exceed the cost of coach airfare.

## LODGING

1. Hotel expenses during the official travel/meeting period will be reimbursed as reasonably necessary. For example, for the annual conference starting on Sunday and ending on Thursday, reimbursement of hotel expenses will include five (5) nights (Saturday-Wednesday).
2. The Chapter will make reimbursement up to the ALA discounted group rate. Hotel arrangements made on the basis of personal choice, such as room upgrades, will be the responsibility of the individual.

## MEALS

1. Reasonable meal expenses incurred during the official travel/meeting period and not covered by ALA during conference events will be reimbursed.
2. The Chapter will cover the cost of alcoholic beverages only in the case of Chapter hosted receptions or other designated group events which are a part of the meeting schedule (e.g. Chapter dinner while at a conference). In the event of such a reception or event, the Chapter will pay for up to two reasonably-priced alcoholic beverages per person. Additional alcoholic beverages will be the responsibility of the individual.
3. Alcoholic beverages at informal gatherings, such as happy hours and late evening socials, will be the personal financial responsibility of the individuals consuming those beverages. Exceptions may apply based on approval by the Board of Directors.

## SUBMISSION OF RECEIPTS FOR REIMBURSEMENT

1. Itemized receipts should be submitted to the Treasurer upon returning from the event. Written descriptions should be added where applicable (i.e., "Chapter group dinner"). Failure to provide adequate descriptions may result in an expense being rejected.
2. When submitting for reimbursement, indicate whether the check should be made payable to the member or the member's firm.
3. In special situations, the Board of Directors may approve reimbursement for certain expenses (i.e., the conference registration fee) prior to the event when the member is required to pay the expense from their personal account, which causes a hardship.

## CHANGES & CANCELLATIONS

Charges incurred because of changes in travel (including airline travel/tickets) and hotel arrangements made on the basis of personal choice, incorrect bookings or other reasons unrelated to Chapter business are the responsibility of the individual.

In the event a member must cancel their travel plans, the member must make all efforts to obtain refunds of expenses incurred, including registration, hotel and flight arrangements. Costs that are not refunded due

to cancellation are not reimbursable by the Chapter. Exceptional circumstances are reviewed on a case-by-case basis by the Board of Directors, who may authorize reasonable additional reimbursements.

If a member has received advance reimbursement of an expense and cancels, the member is responsible for reimbursing the Chapter. Exceptional circumstances are reviewed on a case-by-case basis by the Board of Directors.

Questions should be directed to the Chapter Treasurer.

[Adopted April 7, 2015]

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