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**Travel Expense Guidelines**

\*Includes all state council volunteers, conference committee members who are staying at the conference hotel, the chapter management professional and any other vendors/contractors who are incurring expenses for HR Indiana SHRM.

All expenses must be approved by the appropriate leader (ask the Operational Effectiveness director if you are unsure who that is).

1. ***Purpose***

HR Indiana SHRM recognizes that state council directors, conference committee members and chapter management professional(s) may travel or incur other expenses to conduct organizational business and to further our mission. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred. When incurring expenses, HR Indiana SHRM expects you to:

* Exercise discretion and good business judgment with respect to those expenses.
* Be cost conscious and spend HR Indiana SHRM’s money as carefully and judiciously as you would spend your own funds.
* Report expenses, supported by required documentation, as they were actually spent.
* Submit expenses within 30 days of incurred or the event (whichever is later).

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report.

Receipts are required for all expenditures such as airfare and hotel charges. No expense in excess of $25.00 will be reimbursed unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor’s name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

1. ***General Travel Requirements***
2. ***Advance Approval.*** All trips involving air travel or at least one overnight stay must be approved in advance by the state director, director-elect or conference committee chair (for the conference committee).
3. ***Conference Registration Rate.***  If attending a national SHRM conference, the volunteer should register at the lowest possible rate (e.g., volunteer leader rate, early bird rate).
4. ***Personal Travel Expenses.*** Individuals traveling on behalf of HR Indiana SHRM may incorporate personal travel or business with their volunteer-related trips; however, personal travel should not involve greater expense to HR Indiana SHRM in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed. Expenses associated with travel of an individual’s spouse, family or friends will not be reimbursed.
5. ***Air Travel***
6. ***General.*** Volunteers should travel at the lowest available airfare to accommodate the purpose of the business trip. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. HR Indiana SHRM will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual’s home or office to the airport nearest the destination.
7. ***Cancellations.*** If a volunteer unexpectedly cannot attend the event after air travel has been made, the airfare should be used for a future HR Indiana SHRM trip if possible. If not possible and/or a change fee is incurred, the state director or director-elect will determine how to best handle the situation in the best interest of all involved.
8. ***Lodging.*** Volunteers should stay at the SHRM designated hotel at the SHRM discount rate.
9. ***Out-Of-Town Meals.*** If a meal is not provided by SHRM (including national SHRM, the “conference,” state council, etc.) during a trip, volunteers are reimbursed for the reasonable and actual cost of meals (including tips) up to a $75 limit. One alcoholic beverage can be included up to the $75 limit.
10. ***Ground Transportation.*** Volunteers are generally expected to use the most economical ground transportation appropriate under the circumstances. Sharing transportation with other volunteers when possible is encouraged to reduce expenses.
11. ***Personal Cars.*** When volunteers use their cars for more than incidental travel (generally defined as 60 miles), mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare. Parking and toll expenses will be reimbursed, as well as airport parking.
12. ***Non-Reimbursable Expenditures***

HR Indiana SHRM maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit organization. Expenses that are not reimbursable include, but are not limited to:

* Personal expenses charged back to a hotel room, such as movies, liquor, room service or mini-bar costs.
* Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies a volunteer on a trip, it is the volunteer’s responsibility to determine any added cost for related expenses and to make the appropriate adjustment in the reimbursement request.
* Travel insurance.

*I agree to abide by the expense reimbursement guidelines when incurring HR Indiana SHRM expenses. I understand that any expenses submitted outside of these guidelines will not be approved.*

Signature of State Council/Conference Committee Member & Date