SOCIETY OF WOMEN ENGINEERS ENDOWMENT FUND, INC.
BOARD OF TRUSTEES

TRAVEL EXPENSE REIMBURSEMENT POLICY

SCOPE: In accordance with the Bylaws of the Society of Women Engineers Endowment Fund, Inc. ("SWE-EFI") Section 3.6, expenses of attendance, if any, may be paid to a Trustee for each annual, special or regular Board of Trustees meeting that she/he attends.

GROUND RULES:
The amount of money available for travel reimbursement is at the discretion of the Board of Trustees (BOT) and may not fully cover all expenses.

Travel for attendance at Board of Directors' meetings or speaking engagements is not included in this policy, unless it also includes a required Board of Trustees meeting. Travel for one Trustee to attend each domestic WE Local is included in this policy.

Prior to applying for reimbursement, Trustees will determine if funding from their employers can be obtained to defray the cost of attending meetings. Employer funds used for travel will not be reimbursed.

By requesting reimbursement under these policies, a Trustee is certifying that she/he will not take an income tax deduction for any of the reimbursed expenses.

Trustees are expected to be prudent and cost-effective when making their travel plans.

ELIGIBILITY:

Elected members of the Board of Trustees serving in the current fiscal year and any guests whose expenses the BOT has agreed to cover. Newly elected trustees are eligible to be reimbursed for attending the final face to face meeting of the prior fiscal year to facilitate onboarding.

REIMBURSABLE EXPENSES:

- The actual cost of round-trip economy class airfare or rail fare to the site of the meeting from attendee's home base. Also included is the cost of one checked bag of 50 pounds or less. Note: every attempt should be made to obtain airfares in advance and at lower rates.
- Reimbursement for automobile transportation to the meeting is at the IRS approved business rate. If the cost of mileage exceeds the cost of air transportation to the meeting, reimbursement will be capped at the cost of air transportation.
- Lodging required during a meeting will be reimbursed at the negotiated rate at the hotel where the meeting is held, or actual cost, whichever is less. Trustees are encouraged to share hotel rooms to minimize cost but this is not required.
- Shuttle or cab/ride share fare from the airport or rail station to/from the meeting site and to/from home. A rental car plus gas and tolls and parking at meeting site is also reimbursable, capped at the price of shuttle or ride share published rate.
- Airport parking and parking at meeting site.

- Cost of meals provided during meetings is not reimbursable. Special dietary requirements should be communicated in advance to meeting organizers.
- Actual spending on meals outside of meeting time will be reimbursed up to the government per diem rate. These reimbursements will be on a per meal basis.
- Reasonable gratuities
- Transportation to offsite activities related to the meeting, such as Installation party hosted by local SWE section.
- Fees for file share services used by the BOT~~D~~
- Expenses for one BOT member to attend each domestic WE Local conference. HQ will provide one free registration. BOT will pay for travel and other expenses.

NON-REIMBURSABLE EXPENSES

- Entertainment
- Incidentals
- Child or pet care
- Airline/rail fees to pre-board, check-in early, or upgrade seat
- Local travel during the meeting, unless pre-approved
- Attendance at international WE Local conferences

INTERNATIONAL TRAVEL

- For international travel, list expenses in U.S dollars using exchange rate in effect during the dates of travel. Include documentation indicating exchange rate used. Current exchange rates can be found at www.oanda.com. If purchases were made via credit card, exchange rate provided by the credit card company should be used. Alternatively, expenses can be listed in the currency of the country where incurred. Conversion rates will be applied to determine reimbursement based on this method.

PROCESS:

Within 30 days after the close of a Board of Trustees meeting all eligible members requesting reimbursement shall submit an expense report with receipts or electronic copies for eligible expenses to the Board of Trustees' Treasurer. Any expenses submitted outside of the 30-day window will only be reimbursed on an exception basis.

Itemized receipts are required for all items in excess of $25.00.

Expenses can be approved by the Treasurer or the Trustees' Chair except that no member can approve their own expenses.

Requires pre-approval:

- Change and cancellation fees (any type)
- Fare classes other than economy
- Internet and telecom fees
- Combining personal trips with BOT trips and using alternate destinations to accommodate personal issues
- Other exceptions