

SOCIETY POLICY

TRAVEL EXPENSE REIMBURSEMENT

I. PREFACE

- A. By-Law B4.4.6 states: "All payments for expenditures shall be made by the office of the Assistant Treasurer upon proper authorization, in accordance with the budget adopted by the Board of Governors."
- B. This Society Policy applies to a category of travel which traditionally has been considered as an ASME expense item and is reimbursed more nearly in full than the volunteer travel covered by Society Policy P-4.5, Travel Expense Contribution.

II. PURPOSE

- A. To explain the budget and expense reimbursement relationship.
- B. To list the limits of expense reimbursement.
- C. To establish the rules of qualification for an expense reimbursement.
- D. To list the positions of eligibility for travel expense reimbursement.

III. POLICY

- A. The budget and expense reimbursement relationship.
 - 1. Funding for travel expense reimbursement shall be included in the annual budget of the Society.
 - 2. The extent of this travel is governed primarily by administrative decision and budget over-runs due to this travel are handled in the same manner as budget over-runs due to other expenses.
 - 3. In contrast, volunteer travel under Society Policy P-4.5 is primarily controlled by the budget amounts and that travel is no longer supportable when there are no more funds available in the budget.
- B. Basis for travel expense reimbursement.
 - 1. Transportation.
 - a. Travel by air: Large discount fares with penalties are encouraged where the probability of cancellation is low. Penalties for cancellation

will be paid where authorized by the unit leader. Otherwise, round trip coach should be utilized if available. Local fares to and from terminals will be reimbursed. When traveling internationally while working under United States government contract, a United States-flag carrier should be used when practical.

- b. Travel by public ground transportation: Round trip rail and/or bus fare and local fares to and from terminals.
- c. Travel by private automobile: Mileage at the maximum allowable rate under current Internal Revenue Service guidelines, plus tolls and parking. However, for round trips in excess of 1600 kilometers (1000 miles), the contribution shall not exceed \$550.00 under non-emergency travel conditions.
- d. Travel by rental car: To be reimbursed at the same rate as for travel by private automobile. However, full costs may be included if no other transportation means are available. Car-pooling should be encouraged.

2. Other expenses.

Actual subsistence and hotel room expenses and other normal travel expenses, if reasonable and necessary, for each day or part of a day on ASME business. Approval may be given for additional days if this results in overall reduction in travel contribution.

C. Rules for paying a travel expense reimbursement.

1. The person is among those eligible to receive travel expense reimbursement as defined later in this Society Policy.
2. A request for travel expense reimbursement is submitted on an official ASME form and is in accordance with the rules related to that form.
3. The travel expense reimbursement request form is approved by the Assistant Treasurer or by a member of the ASME staff authorized to approve it.

D. Eligibility for travel expense reimbursement.

1. The following listed persons are eligible to receive travel expense reimbursement.
 - a. The President of the Society, the immediate Past President, and the President-Nominee/Elect for all travel related to their service to the Society.

- b. Spouses of the President, the immediate Past President, and the President-Nominee/Elect to attend the Society-Wide Meetings, and other meetings where spouses are normally expected to attend.
- c. A Past President, or other Society member, who is requested to represent the President at a meeting of another organization or at any other special function.
- d. Members of a trial board to attend meetings related to the investigation of charges of misconduct or unethical behavior which have been brought against an ASME member as approved by the President.
- e. Public interest representatives to attend meetings of the Standards and Certification Sector, and its boards and committees; codes and standards representatives to attend international codes and standards meetings; members and designated participants of the Standards and Certification Sector, its boards and committees to attend leadership and training conferences focusing on the legal implications of Standards, and Certification to the Society; all of the above as approved by the Standards and Certification Sector.

Responsibility: Committee on Finance and Investment

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