

## Appendix 2B: Transportation Reimbursement Policy for Chapters

### I. Chapter Transportation Reimbursement Policy for Regional Planning Meetings

- A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region to plan their upcoming year's activities for the Chapter Regional Conference (CRC) General Chair.
- B. Chapter officers or other chapter committee positions may be approved for transportation reimbursement to attend the Regional Planning Meeting at the discretion of the Director and Regional Chair (DRC).

### II. Chapter Transportation Reimbursement Policy for CRCs

- A. Transportation reimbursement is approved only for those members who complete their respective duties at the CRC. The DRC should issue signed ASHRAE Transportation Vouchers only to those Chapter Delegates and Chapter Alternates who have attended all required workshops, meetings, caucuses and sessions at the CRC.
- B. Transportation reimbursement is approved for attendance at the CRC for the following:
  - CRC General Chair
  - Chapter Delegate (no substitutes; must be either the president, president-elect, vice president or immediate past president)
  - Chapter Alternate (no substitutes; must be a member of the Board of Governors and preferably, a chapter officer)
  - Chapter Technology Transfer Chair (no substitutes)
  - Chapter Grassroots Government Advocacy Chair (no substitutes)

#### **NOTE THE FOLLOWING FOR CENTRALIZED TRAINING:**

- Chapter Membership Promotion Chairs are reimbursed for Membership Promotion Centralized Training (no substitutes)
- Chapter Research Promotion Chairs are reimbursed for Research Promotion Centralized Training (no substitutes)
- Chapter Student Activities Chairs are reimbursed for Student Activities Centralized Training **or** CRC Workshop but **not** both (no substitutes)
- The CRC General Chair Designate from the Host Chapter may attend a CRC meeting in the same or another region if the DRC deems it beneficial.

### III. OTHER

- A. The cost to purchase a VISA (fee only), when required, will be reimbursed as part of the normal transportation reimbursement for all Members Council transportation.

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Additional expenses that occur in association with the purchase of a VISA will not be reimbursed by Society. However, reimbursement of additional expenses may be paid from the chapter and/or region's physical budget upon prior approval of the DRC to do so.

Visas are very important for those travelling to international countries that require them. The process to obtain a Visa can take up to 2-5 months to process depending upon the circumstances. Visas should be obtained before purchasing transportation. If for any reason the member cannot attend the regional event, reimbursement for and/or cancellation fees or any other expenses incurred will not be covered by Society. If Visas are not purchased in a timely manner or if the Visa cannot be obtained because of government restrictions, the member will incur the expense.

- B. The transportation budget will be set by Society (mileage and airfare). The DRC may establish caps based on regional conditions and shall manage their transportation expense budget.
- C. According to Society policy, the following statement is strongly enforced: All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed.
- D. Society will reimburse mileage, air fare (coach class, purchased a minimum of 14 days in advance of travel), rail, bus and one checked bag. Additional expenses such as hotel, meals, transportation between the airport and meeting location, tolls and parking are not reimbursed by Society.