

# *Handcrafted Soap Makers Guild, Inc*

## Organizational Policy

December 8, 2005

### **Travel Policies**

The Handcrafted Soap Makers Guild travel policies are intended to:

- facilitate travel and travel arrangements;
- to provide reimbursement for all necessary expenses; and
- protect travelers against the risk of loss

while simultaneously maintaining the necessary controls for accountability.

### **Travel Approval**

All travel is to be documented. Pre-approval by the Board of Directors is required for any travel.

### **Reservations and Ticketing**

Travelers are expected to make advance bookings, using the least expensive logical fare via the most direct route (or other reasonable routing that results in a lower fare). Travelers should consult the Board of Directors for approval before committing personal funds to determine if they will be reimbursable.

In the event of changed plans, cancellation and other penalties will be paid by the Handcrafted Soap Makers Guild provided that the cancellation or change was made for the convenience of the Guild.

### **Use of Personal Vehicles for Travel**

All personal vehicles used to travel on HSMG business must be properly insured. All drivers must have a valid driver's license and comply with all traffic laws.

Mileage will be reimbursed based on the rate established by the Board of Directors (please refer to attachment to this policy). Mileage will not be reimbursed in excess of 850 miles round trip or if the mileage would exceed the cost of air fare to the same destination.

### **Hotel, Meal and Other Expense Reimbursement**

The cost of hotel accommodations will be reimbursed on the basis of receipts. Travelers shall request the lowest possible single room rate in a commercial establishment of reasonable quality. Approval will not be given for obviously high rates. Any overage above the single room rate which is a result of non-official travelers utilizing the accommodations will be the personal financial responsibility of the traveler.

Meal expenses will be reimbursed on a per diem rate as established by the HSMG Board of Directors (see attachment to this policy).

Travelers are not required to provide individual meal receipts or to show a per meal breakdown for daily travel. The daily per diem will be prorated for a partial day's travel.

HSMG funds may not be used for the purchase of alcoholic beverages or additional flight insurance.

### **Travel with Spouses, Partners or Guests**

The HSMG will not reimburse any expenses incurred on behalf of Spouses, Partners or Guests who are not also themselves serving on behalf of the HSMG. Travelers will be careful to maintain a record of individual expenses. Likewise, airfare or any other travel expense that is directly billed to the HSMG should not include expenses for spouses, partners or guests.

### **Reimbursements**

All receipts must be submitted within 60 (sixty) days from the date of travel for reimbursement of expenses.

### **Hotel, Meal, Mileage Rate and Other Specific Reimbursements**

The approved rates for hotels, meals, mileage for the use of personal vehicles and any other rates will be specified in an attachment to this policy. A schedule of current reimbursement rates will be provided to the management office and all committee chairs of the HSMG. It is the responsibility of the committee chairs to insure that all persons traveling on behalf of the HSMG are made aware of the policies and procedures outlined above.

### **Exceptions**

Any exceptions to these policies must be presented to the Board of Directors in writing. Approval of any exceptions require a majority vote of the HSMG Board of Directors.

Written by  
Policies, Procedures and Bylaws Committee

Approved by the  
Board of Directors  
December 8, 2005

# *Handcrafted Soap Makers Guild, Inc*

## **Approved Rates for Travel Reimbursements for Attachment to the HSMG Travel Policies**

*effective December 8, 2005*

### **Per Diem:**

Per Diem shall be \$55.00 per day.

Partial days shall be prorated at one half the daily allowance based on the conclusion of HSMG travel on or before 2:00 PM.

### **Mileage Reimbursement:**

Mileage shall be reimbursed at the rate of \$0.50 per mile.

### **Hotel Accommodations:**

To be approved by the board of Directors

Approved by the  
Board of Directors  
December 8, 2005