

ORGANIZATIONAL POLICY  
December 8, 2005 (v5)



## TRAVEL

The Handcrafted Soap & Cosmetic Guild travel policies are intended to:

- ◆ Facilitate travel and travel arrangements;
- ◆ Provide payment or reimbursement for all necessary expenses; and
- ◆ Maintain the necessary controls for accountability and fiscal responsibility.

### TRAVEL APPROVAL

All travel must be documented. Pre-approval by the Executive Director is required for any travel expense that may be incurred.

### TRAVEL BY AIR

Any airline reservation, the cost of which is to be covered by the HSCG, must be made by the designated HSCG Travel Coordinator. The Travel Coordinator may be the HSCG Executive Director, an HSCG Staff Member or an approved third-party travel agent.

In order for the HSCG to book a flight, an “Air Transportation Form” (supplied by HSCG Office), must be submitted by the deadline given. This form shall contain all information needed to book the flight on the traveler’s behalf. Any reasonable requests shall be accommodated as long as they do not conflict with any other portion of this travel policy, any other HSCG policy, or any agreement/contract between the traveler and the HSCG. Any errors in the information submitted in the “Air Transportation Form” by the traveler that result in fees, travel delays, etc. are the sole responsibility of the traveler.

In certain situations, as covered below, the HSCG may reimburse for airfare or travel expenses in lieu of requiring the submission of an Air Transportation Form.

### FARES AND ADD-ON COSTS

In order to keep air travel expenses as low as reasonably possible, the following rules apply to the booking of any air travel to be paid for by the HSCG:

- ◆ Tickets must be purchased at least 30 days prior to departure date or in compliance with any applicable HSCG Contract, whichever is furthest in advance. For example, contracts for Conference Speakers require tickets to be purchased some months prior to the conference. This may be waived by the Executive Director for unavoidable last minute, emergency travel by HSCG staff or contractors.
- ◆ Tickets must be purchased at the lowest published economy class travel for same day travel with not more than two (2) connections.
- ◆ The HSCG will not purchase nor reimburse for any fare class above the base economy fare. Such non-covered fares include, for example, upgraded economy, enhanced economy, economy plus, business class, and first class.

- ◆ The HSCG will not reimburse for any seat assignment above or beyond the price of the ticket. Any optional upgrades to more desirable seat locations chosen by the traveler are the financial responsibility of the traveler.
- ◆ For trips requiring seven (7) or more days dedicated to HSCG functions, the HSCG will reimburse baggage fees for one (1) regular sized checked bag. The HSCG will not reimburse for any baggage fees for trips of less than seven (7) days, or for trips that go over 7 days due to added personal days by the traveler. Oversized, overweight or irregular bag fees, or fees for additional bags will not be reimbursed by the HSCG and are the sole responsibility of the traveler.
- ◆ Where materials or supplies are being carried by the traveler for the benefit of the HSCG, the Executive Director may approve and authorized the expenditure of the necessary baggage fees.
- ◆ The HSCG shall not pay for in flight entertainment, WiFi, food and/or beverages. These add-on fees are the sole responsibility of the traveler.
- ◆ HSCG shall only purchase flight insurance in cases where travel is expected to take place in an area subject to seasonal interruptions and delays. The purchase of flight insurance is at the discretion of the Executive Director.

## FARE UPGRADES

As noted above, the HSCG will not purchase or reimburse for any airfare above the base economy fare. However, if the traveler wishes to travel at a higher fare class at their own expense, the following provisions apply:

- 1) The traveler must notify the Executive Director in writing, prior to the deadline for purchasing the ticket.
- 2) At the discretion of the Executive Director, the traveler may be authorized to make the reservation and purchase the ticket directly.
- 3) The exact amount of reimbursement shall be determined by the Executive Director based on the lowest published base economy fare at the time the written notification is received.

## TRAVEL CHANGES BY THE HSCG

If travel arrangements must be changed for the convenience of the HSCG, any applicable fees or penalties will be paid by the HSCG.

In the unlikely event that unforeseen changes by the HSCG or acts of God prevent the ticket from being used, and the ticket cannot be changed to be used for a different HSCG related activity, the HSCG may, in writing, release the ticket to the traveler. In such a case, the traveler may use the ticket (subject to airline restrictions), however, the traveler shall be responsible for any fees and/or penalties.

## CHANGE OR CANCELLATION BY THE TRAVELER

In the event that the travel plans are changed by the traveler for his or her own convenience, any and all change fees and/or penalties will be their sole responsibility. All changes to air tickets must be made by the traveler, as the ticket is issued in the traveler's name, not the HSCG.

If the traveler cancels the travel plans completely, the traveler must repay the HSCG for the original cost of the ticket that was paid for by the HSCG on their behalf (or the amount for which he/she was

reimbursed, if applicable). In the event of extenuating circumstances, acts of God or medical emergency, repayment may be waived on the approval of the HSCG Board of Directors.

## FREQUENT FLYER MILES

All frequent flyer miles earned on HSCG approved air travel shall remain the property of the traveler. The traveler is solely responsible for adding the proper Frequent Flyer number to the flight, the HSCG will not be responsible for uncredited miles under any circumstance.

## TRAVEL BY GROUND (BUS, TRAIN OR CAR)

In the event that it is more cost efficient to travel by ground to an HSCG function, or the traveler cannot or will not travel by air, the following provisions shall be applied:

- 1) The traveler must notify the Executive Director in writing that they will be traveling by ground, prior to the deadline for purchasing an airline ticket or booking travel.
- 2) At the discretion of the Executive Director, the traveler may be authorized to make their own travel arrangements.
- 3) The maximum reimbursement shall be determined by the Executive Director based on the lowest published base economy fare from the traveler's origin at the time the written notification is received.

**Travel by Car:** The reimbursement amount shall be based on the mileage, at the current rate published by the IRS or the maximum reimbursement amount, whichever is less.

**Travel by Bus or Train:** The reimbursement amount shall be based on the economy fare or the maximum reimbursement amount, whichever is less.

## MEALS DURING TRAVEL

When included in a valid contract with the HSCG or otherwise approved in advance by the Executive Director, a per diem payment may be made to travelers to cover meals or other incidental costs.

- ◆ The per diem amount shall be based on the current rate published by the IRS.
- ◆ Travelers compensated for meals on a per diem basis are not required to provide individual meal receipts or to show a per meal breakdown for daily travel.
- ◆ Daily per diem shall be prorated for partial travel days.
- ◆ Travel days shall be calculated based on the travel time required to travel by the most efficient method (typically considered to be the time of a normal flight, including time to and from the airports at either end of the trip).
- ◆ Replacement checks will not be issued, it is the responsibility of the traveler to see that their individual check is deposited.

## HOTELS AND ACCOMMODATIONS

Reimbursement for hotel stays shall be at the discretion of the Executive Director or in accordance with an HSCG Contract. The following policies apply at any time a hotel room or accommodation is provided or paid for by the HSCG:

- ◆ HSCG shall not pay for room upgrades of any type.
- ◆ HSCG shall not pay for any incidental charges, the traveler must place a personal form of payment down with the hotel at check in.
- ◆ HSCG shall not pay for any damage to the room or its contents.
- ◆ HSCG shall not pay for the loss of personal effects. If such loss is the fault of the hotel, the traveler shall work with the hotel on restitution.
- ◆ HSCG shall not pay for any cleaning fees for excessive use of hotel rooms or for a smoking violation.
- ◆ HSCG shall not pay for additional occupants of the traveler's room, roll-away beds, cribs or any other charges incurred by additional guests.
- ◆ HSCG shall not reimburse for alternative housing or accommodations, such as, Air BnB, VRBO, Home Away or any equivalent short-term housing rental.

## ACCOMMODATIONS AT HSCG EVENTS

Where the hotel room is provided as part of a Group Block under a master bill for the HSCG (for example at a property where the Conference is being held), the following procedures apply:

- ◆ The individual is responsible for making their reservation in a timely fashion (or within the deadline of any contractual obligation) and must specify that the room is part of the HSCG room block.
- ◆ The room reserved must be for the basic room in the block; no upgrades shall be covered.
- ◆ The room must be reserved with the person's credit card or other personal guarantee to cover any incidental charges or damages.
- ◆ The individual may reserve the room for as many nights as desired but will only be covered by the HSCG for the number of nights specified in the contract or as otherwise approved by the Executive Director.
- ◆ Prior to the person leaving the hotel, the HSCG will transfer the approved number of nights to the HSCG master bill. All other charges including additional nights, incidental charges, damages or any other fees added to the bill, will be the responsibility of the individual and will not be covered by the HSCG.
- ◆ Alternative accommodations at a different property will not be covered or reimbursed by the HSCG without prior approval, in writing, by the Executive Director.

## ACCOMMODATIONS DURING OTHER HSCG TRAVEL

Where an overnight stay is required for other HSCG business travel – such as travel to Washington DC or to do conference site reviews – are handled slightly differently. In this case, the following procedures apply:

- ◆ Hotel stays must be approved in advance by the Executive Director.
- ◆ If the hotel stay is booked by the traveler, they must request the lowest possible single rate in a reputable property.
- ◆ If payment for the room has been authorized to be placed on an HSCG Debit Card, the traveler may charge the room and tax to the HSCG Debit Card; any incidentals or other charges on the hotel bill must be paid with personal funds or a personal credit card.
- ◆ If the room is paid for with personal funds or a personal credit card, the person may submit an expense reimbursement form to be reimbursed for the room rate and taxes. A copy of the hotel bill must accompany the request for reimbursement.

## LOCAL GROUND TRANSPORTATION

### TO/FROM THE AIRPORT

If travel for the HSCG includes ground transportation to and from the airport (or bus or train station, if applicable) to an HSCG sanctioned property (i.e. hotel, conference center), the following rules apply:

- ◆ If a free shuttle is available from the property, the HSCG shall not reimburse for any other method of transportation chosen.
- ◆ If no shuttle is available, the HSCG shall publish all available methods and the traveler may select whichever method of travel they wish. However, reimbursement shall be at a flat rate determined by the Executive Director based on the method that is the least expensive.

### OTHER LOCAL TRANSPORTATION

Where local transportation is otherwise required to carry out HSCG business, the most cost-effective and safe method shall be selected. When paid for personally, an expense reimbursement request may be submitted. Approval of the request is at the discretion of the Executive Director.

### USE OF PERSONAL VEHICLES

All personal vehicles used to carry out HSCG business must be properly insured, legally registered and deemed safe to operate. All drivers must have a valid driver's license for the type of motor vehicle being used and comply with all traffic laws.

Mileage, when a personal vehicle is used, may be reimbursed at the current rate published by the IRS.

The HSCG will not be held liable for damages to personal vehicles, personnel or property and will not reimburse for any penalty, citation, moving violation or fee that results from the negligence of the driver or the driver of any other vehicle.

The driver must not drive impaired under the influence of alcohol, marijuana, medications or illegal drugs while operating the vehicle for the HSCG.

### USE OF RENTAL CARS

For legal and liability reasons, the HSCG does not reimburse for rental car expenses.

HSCG employees, contractors and Board Members may be authorized to rent vehicles when needed to carry out HSCG business. Vehicles must be rented at the lowest possible rate for a suitable vehicle from a

reputable rental car company. Larger vehicles may be rented when needed at the discretion of the HSCG Executive Director. All rental cars used for HSCG business must be paid for by the HSCG directly and must have full insurance coverage included in the rental agreement.

Personnel who are authorized to drive a vehicle rented by the HSCG must:

- ◆ Have a valid US Driver's License
- ◆ Be over the age of 25
- ◆ Have a clean driving record (no moving violations in the last 3 years)
- ◆ Wear appropriate eye-wear (if applicable) while driving
- ◆ Obey all traffic laws
- ◆ Not drive under the influence of alcohol, medications and/or illegal drugs.

Any tickets, moving violations or accidents that are the fault of the vehicle operator, shall be the sole responsibility of the driver and shall be claimed on their personal automobile insurance policy.

In the event of an accident while driving a rental car contracted by the HSCG, the following procedures should be followed:

- ◆ Contact local police and file an accident report
- ◆ If another party is involved, obtain the appropriate information such as driver's license, vehicle registration and insurance.
- ◆ Upon return, forward a copy of all reports and information to the HSCG office.

## AIRPORT PARKING

Only HSCG Employees and Contractors qualify to be reimbursed for parking at their home airport during travel being carried out for the HSCG. Reimbursement will be made with receipts and only for the personal vehicle of the employee. The HSCG will only reimburse for economy or regular long-term parking daily fees, no reimbursement shall be made for short term, valet or upgraded parking.

## EXCEPTIONS

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

HSCG Board of Directors  
December 8, 2005

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| Dec 8, 2005   | (v1) Original Publication Date   |
| July 10, 2008 | (v2) Revised to clarify approved cost of airfare and hotels, specify use of personal vehicles. |
| June 30, 2009 | (v3) Revised to reference published IRS rates as the standard.                                 |
| Nov 12, 2009  | (v3.1) Minor typographical corrections   |
| Oct 7, 2013   | (v4) Amended to include name changes.  |
| Dec 11, 2018  | (v5) Major revision to include additional requirements and clarifications.                     |

