



SRAPPA Travel Policy

A. Travel Status/Traveler's Base/Work Location

When traveling at SRAPPA's expense, traveler should, in all cases, seek to obtain the lowest possible fare and rate by scheduling their travel in the manner that will be the most economical. Expenses related to personal travel for side trips are not reimbursable. It is the traveler's responsibility to obtain documentation of the travel costs. It is the traveler's responsibility to verify flight and hotel arrangements and ensure the schedule and booking is correct. Charges associated with scheduling errors are also not reimbursable.

Travelers are in travel status when they leave their base. Base is defined as the traveler's primary residence or work location, whichever is closest to the travel destination. Work location is defined as the institution or office location to which the traveler is assigned.

Travel should occur one day prior to the start of the event, and end no more than 24 hours after the end of the event.

B. Travel Expense Report

Travel expense reports are the forms used to record all reimbursable travel costs. These forms are located on the SRAPPA website at www.srappa.org, under Governance, SRAPPA Expense Report Form. The total request for reimbursement must be submitted after completion of the trip. Original receipts and other documentation of the total costs of the trip (including any prepaid expenses) must be submitted along with the travel expense report. The traveler submitting the travel expense report should keep copies of all documentation, as well as a copy of the report, until payment is made, in case questions arise.

The travel expense report must be signed on the line marked "Signature" by the traveler. This signature acknowledges acceptance of the terms and conditions of reimbursement. If a traveler pays reimbursable travel expenses for a fellow traveler, both must sign the travel expense report, certifying the payment arrangements.

C. Documentation of Costs/Approval of Travel Reimbursement

After returning from official travel, original receipts must be presented for all travel expenses. Original credit card receipts are the itemized receipt showing each item purchased, not the recap showing only the total amount of the purchase. Meals will be reimbursed at the rate for the area traveled to as determined by the Federal GSA. www.gsa.gov.

Expenses paid by a traveler are reimbursable following the trip.

D. Approval of Travel Reimbursement

Travel expense reports shall be submitted to the SRAPPA Treasurer for reimbursement. The signed report form and original receipts can be submitted either electronically, by email, or by mail to:

SRAPPA
c/o Rebecca Griffith, Treasurer
Embry-Riddle Aeronautical University
600 S. Clyde Morris Blvd.
Daytona Beach, FL 32114
Phone: (386) 226-6508
Email: griffitr@erau.edu

E. Out-Of-Pocket Expenses

Trip Cancellation

If an event is cancelled or a compelling personal reason (illness, death in the family) requires cancellation of an official trip, SRAPPA will credit the cost of airfare.

Interrupted Travel

If official travel is interrupted or deviates from the most direct travel routes for reasons of personal convenience, SRAPPA will not be responsible for any costs associated with the change. If a traveler chooses to leave early from a trip for personal reasons, SRAPPA will not be responsible for any costs associated with the change.

Prohibited Expenses

SRAPPA will not reimburse the following:

- Travel expenses incurred by their spouses or other family members.
- Medical expenses.
- Business or First Class Airfare, extra bag fees (only 1 allowed), or seat upgrades.
- Safe charges, mini bars, in-room movies, laundry (except as noted in above section), valet services, recreational activities and excursions.
- Charges for traffic or parking violations, or other expenses incurred such as lost keys or keys locked in vehicles.

F. Transportation

A. Travel Route

For official SRAPPA travel, the most economical route available should be used.

B. Modes of Travel / Taxis

During official travel, taxis may be hired when no other more economical public transportation is readily available. A written explanation is required for each taxi trip except the trip from and to the airport or rail station at the destination. Submit explanations for all other taxi trips with the travel expense report.

C. Air Travel

When traveling by commercial airline, travelers should plan well in advance and obtain the most economical fare available. Only coach/economy fares are allowable. Non-refundable airfare is preferred since it normally can be purchased at a lower cost than refundable airfare.

Baggage fees for one checked bag will be reimbursed. Excessive weight baggage fees is not reimbursable.

The costs for early boarding fees, seat upgrades, seat selection fees, ticket life insurance and ticket cancellation insurance are not reimbursable.

If the traveler chooses to leave early from a trip for personal reasons the flight change fee is not reimbursable.

D. Rail Travel

Original receipts, including method of payment, must be submitted with the travel expense report. If the rail fare exceeds the cost of coach/economy airfare, SRAPPA will only reimburse up to the airfare amount. Rail fare may be purchased if it is the most economical means of transportation.

E. Privately Owned Automobile Transportation

Private automobiles may also be used for travel. Official travel will be reimbursed at the current federal mileage rate. SRAPPA makes reimbursement for the round-trip mileage between traveler's base (see "Travel Status") and destination, or for the actual miles traveled from origin to destination and back, whichever is less. The mileage between a residence and official travel station is not reimbursable.

When two or more passengers travel in one private automobile, only one may claim reimbursement for mileage.

When private automobiles are used for official travel, any parking and/or toll charges

incurred are reimbursable. Valet parking is not allowed unless no other option is available. An explanation for valet parking will be required with the travel expense report.

Reimbursement for round trip mileage cannot exceed the cost of a roundtrip flight to include baggage fees and parking at the airport. Reimbursement will be made at whichever is lowest, the current mileage rate or the lowest discounted airfare. This is called airfare-in-lieu of mileage.

F. Rental Vehicles

SRAPPA does not accept transportation to and from the airport, to and from meals, or sight-seeing as justification for renting a vehicle.

Rental vehicles should be used only as a last resort. A written explanation is required as to why it was necessary to rent a vehicle. SRAPPA will not pay for luxury or specialty vehicles.

If a vehicle is being used for both personal and SRAPPA-related travel, note the proportion of personal use on the travel expense report. SRAPPA will only pay for official business.

The original receipt and rental agreement as well as any gasoline receipts must accompany the travel expense report.

IN-STATE TRAVEL

A. Reimbursement for Travel

Travelers within reasonable travel distance from their base are expected to return to base. Individual circumstance will determine what is reasonable but generally a trip of 60 miles or less one-way may not require an overnight stay. If an overnight stay is necessary for travel less than 60 miles, a business purpose statement is required on the travel expense report detailing why the overnight stay was necessary.

Under no circumstances will a traveler be paid an overnight travel allowance at the official station, base or primary residence. If official business requires the traveler to be away from the base or official station on weekends or holidays, the traveler will be entitled to reimbursement for travel those days.

When a traveler's official travel does not require an overnight stay, SRAPPA will reimburse the traveler for meals depending upon the length of the traveler's travel.

OUT-OF-STATE TRAVEL

A. Lodging

Accommodations should be prudently planned, so that the best interests of SRAPPA are served at the most reasonable cost. All lodging will be reimbursed at the standard or king room rates. No upgrades will be reimbursed.

An itemized folio is required to substantiate the expense. Credit card receipts are unacceptable. The dates of occupancy, the number of nights, and the total amount charged for lodging each night must be indicated on the folio.

B. Meals & Gratuities

Meals not provided as part of the session will be reimbursed at the maximum allowable per diem, per day as determined by the Federal GSA, for the location of the stay.

www.gsa.gov

C. Gratuities and Incidental Expenses

Tips deemed by SRAPPA to be reasonable and necessary are allowable. The maximum allowable incidental expenses shall be limited to \$5.00 per day.

D. Travel Expense Reports

Original receipts and other documentation of the total costs of the trip must be submitted along with the travel expense report. Any expenses paid by a third party should be noted on the travel report.

Travel expense reports must be filed within 60 days of travel.