

PVA Travel Policy

The Chapter offers a reimbursement program for PVA related activities. These funds are meant to offset the cost of participating in these events and activities are never intended to cover 100% of those costs. All reimbursements are subject to available Chapter funds. Reimbursement guidelines will include but not be limited to: reimbursement for the cheapest form of transportation, lodging rate not to exceed any event contracted rate, and local per diem as established by GSA, with proof of receipts.

1. Lodging

- a) No reimbursement will be provided for cancellation fees or room nights not used due to late arrival or early departure.
- b) Lodging will be reimbursed at the rate of the contracted hotel; should the participant choose to stay at a different hotel, they will be reimbursed for up to the contracted hotel rate.
- c) The number of lodging nights include one day prior to the event and the days of the event.

2. Travel

- a) Air travel reimbursement will be based on the most economical one-stop coach airfare. Luggage reimbursement is limited to carrier fees from airlines that don't offer free baggage and items being transported for events (wheelchairs, guns, golf clubs, lacrosse equipment, etc.)
- b) Driving - Participants driving to an event will be reimbursed at a rate of \$0.50 per mile for roundtrip mileage using the most direct route as determined by Google Maps.
- c) Meals – a per diem will be paid for meals each day. That rate will be determined for the city in which the event will be held as published by the following website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - 1. If a meal is included in the day's activities: i.e. lunch is provided by the event organizer or breakfast is included at the hotel, the per diem will be adjusted accordingly.
 - 2. If a meal card is provided by the event organizers, only meals on travel days will be reimbursed at the per diem rate.

Examples of Not covered Items:

Incidental expenses do not include items of clothing, souvenirs, gifts, local tours, or other personal items not related to the meeting. In addition, the following are examples of miscellaneous expenses that will not be reimbursed:

- Car rental
- Fines for traffic violations
- Parking or traffic tickets
- Personal accident or property damage
- Flight insurance
- Optional medical or baggage travel insurance
- Headphones/movies on airplanes or in hotels
- Loss of personal property
- Magazines/newspapers/books
- Airline club membership fees
- Annual dues for personal credit cards
- Expenses related to vacation or personal days while on a business trip
- Hotel cancellation charges (unless changes were initiated by the National President or Executive Director)
- Loss/theft of personal funds or belongings
- Maintenance or car repairs
- Personal toiletries
- Services performed at the employee's home while on business
- Air phone calls
- Purchase or rental of formal attire
- Tobacco or related products
- Fines for smoking in no smoking areas
- 1-900 phone calls made from any location
- Internet charges
- Personal grooming
- Over-the-Counter medications
- Cover charges
- Care, boarding or feeding of animals
- Alcohol
- Seat upgrades
- Gambling

