



**WHEREAS**, the Ohio Water Environment Association (OWEA) is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

**WHEREAS**, As an MA, OWEA relies a dedicated and passionate Executive Committee (EC) to manage and lead the organization, who perform their services as a volunteer board, and

**WHEREAS**, OWEA recognizes that EC members are volunteers and their employers may not pay for travel associated with OWEA and/or WEF activities; and

**WHEREAS**, OWEA recognizes travel by leadership is an important part to maintaining an improving organization and to fully serve all members.

**THEREFORE**, OWEA has adopted the following policy and procedure:

### **POLICY AND PROCEDURE**

- I. The funds for out of state travel reimbursement shall be submitted and approved in the OWEA annual budget. Approval of the budget does not necessarily mean the proposed travel is automatically approved, only budgeted.
- II. Those required or encouraged to travel on behalf of OWEA shall try to obtain financial support from their employers to offset costs for travel before submitting a reimbursement request to OWEA.
- III. All out of state travel shall be pre-approved by the EC. A preliminary travel expense report shall be provided to the EC for consideration at least 60 days prior to departure.
- IV. Travel expenses that may be considered for reimbursement by OWEA include but are not limited to: registration fees; air or rail travel; mileage reimbursement at the current IRS rate; lodging; parking; car rental; taxi fees; meals not included in the registration fee shall be reimbursed based on the Federal IRS travel policy for each city ; and other miscellaneous fees.
- V. Eligible lodging costs are based on single person per room per night.
- VI. Dining costs are for the EC member only. Dining costs for family members, guests, or friends are not eligible.
- VII. Entertainment costs including the purchase of alcoholic beverages are not eligible.
- VIII. If OWEA is financially stable, the cost for the President to attend WEFTEC shall be reimbursed.
- IX. Out of state travel shall be approved based on required attendance by the person, available funds in the budget, and other criteria as deemed necessary by the President.