



**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 is proud to continue to hold a state Operations Challenge Competition annually; and

**WHEREAS**, OWEA recognizes the hard work and dedication of the team members of each competing team and realizes that as representatives of OWEA, it is important to support the travel of the two division winning teams to WEFTEC when budgeted for annually by the corresponding committee.

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

### **POLICY AND PROCEDURE**

1. 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.
2. All out of state travel shall be pre-approved by the EC. A preliminary travel expense report shall be submitted to the Plant Operations Committee (POC) Chair(s) by the team captain, not to exceed the budgeted amount. The POC Chair will provide the preliminary travel expense reports to the EC for consideration at least 60 days prior to departure by each team. This shall include number of traveling members, anticipated travel and hotel expenses and a not to exceed cost on meals based on the Federal IRS travel policy for each city.
3. 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; and other miscellaneous fees.
4. Eligible lodging costs are based on double occupancy when practical. Lodging will be covered on a not to exceed 3 rooms for 3 nights (for a total of 9 room nights total) per team.
5. Dining costs are for the team member only. Dining costs for family members, guests, or friends are not eligible. Meal reimbursement will only be for a total of three nights/four days.
6. Entertainment costs including the purchase of alcoholic beverages are not eligible for reimbursement.