**Introduction:** The purpose of this policy is to ensure that a.) Adequate cost controls are in place, b.) Travel and other expenditures are appropriate and c.) Provide a uniform and consistent approach for reimbursement of authorized expenses for those who volunteer for SAGA. **In all cases, those who seek travel reimbursement are asked to keep in mind that SAGA is a non-profit organization that seeks to serve its members, and to make plans and decisions in a fiscally responsible way.** It is the policy of SAGA to reimburse only reasonable and necessary expenses actually incurred.

For all board members and other volunteers designated by the board (“Traveler”), SAGA will reimburse the Traveler for either travel by air or by private car, upon presentation of receipts. Expenses to be reimbursed include:

**Travel by Air:**

1. A round trip ticket from the Traveler’s home airport to the convention or meeting destination. Traveler should select the most economical flights and book at least three weeks in advance of travel (SAGA may obtain and record air travel cost 3-4 weeks prior to travel dates as a test of reasonability.) Travelers shall not be required to book flights scheduled to leave before 7:30 am or arrive at a destination after 10 pm, in order to secure the least expensive fare. SAGA will pay for a first checked bag of allowable weight, if required by the airline. The limit of reimbursement of the airfare shall include the air fare and bag fees only.

2. SAGA will also reimburse, on presentation of receipts: economy airport parking and mileage to and from home to the airport. Transfer between airport and event site, when prearranged shuttle company is used.

**Travel by private car**

1. Round trip mileage (Secure allowable mileage utilizing Google/GPS mileage chart to calculate reimbursement giving preference to multilane and freeway access) from the Traveler’s home to the convention or meeting destination at the current federal employee rate plus tolls.

2. SAGA will also reimburse parking at destination hotel (self park, if available).

3. The limit for reimbursement by private car is the cost of the comparable trip by air.

4. When two or more eligible travelers choose to travel together by private car, mileage reimbursement will be made to the car owner, not to exceed 1.5 times the average combined airfares for the travelers.
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For all Travelers, SAGA provides:

1. Hotel accommodations, double occupancy, for the duration of Traveler’s duties during the meeting/convention, for those positions designated as eligible by the Board.

2. Convention meals for duration of traveler’s duties.

3. A per diem as set by the Board of Directors, except for meals provided above, beginning with the latest reasonable travel day and ending with the earliest reasonable return date.

4. Tips not to exceed $3.00 per day, total (for housekeeping, baggage handling and incidentals.)

Non-Reimbursable:

1. Gas for a privately owned vehicle (this is covered by the mileage reimbursement.)

2. Hotel accommodations or meals for those driving, en-route, except as covered by the per diem.

3. Fees for paper tickets for domestic travel. Commissions or fees for travel agents or third party ticket vendors.

4. Fees for second or subsequent bags or additional fees for any bag that exceeds weight/size limits imposed by the airlines.

5. Cash for airline points used to travel.

(SAGA offers this list of non-reimbursable expenses as examples only; any questions should be directed to the SAGA President or Treasurer.)

All requests for reimbursement accompanied by appropriate receipts must be submitted attached to an expense report sent to the SAGA treasurer no later than 60 days within the calendar year after the last day of the convention or meeting. Requests after these dates will not be accepted.

NOTE:
Advance Approval - Travelers with concerns about any portion of this policy should contact the SAGA President or Treasurer to have questions addressed and receive prior approval of travel plans.