



## **Travel Policy**

*Effective: January 1, 2024*

### **I. PURPOSE**

This policy defines authorized travel and provides guidance for any LEVA authorized travelers regarding expenses, reimbursement, and approvals. The policy is designed to ensure that no LEVA personnel are financially disadvantaged while traveling on LEVA business, but also to ensure that LEVA's financial resources are used wisely.

### **II. GENERAL PROCEDURES**

The payment of travel expenses may be made using the LEVA credit/debit card or paid by the traveler and reimbursed following the guidelines established below. The LEVA travel policy is guided, but not constrained by, the Federal Travel Regulations published by the US General Services Administration (GSA).

### **III. SPECIFIC POLICIES AND PROCEDURES REGARDING OFFICIAL TRAVEL**

LEVA travelers must agree to adhere to the LEVA Code of Conduct while traveling for LEVA.

### **IV. TRAVEL AND REIMBURSEMENTS**

LEVA travelers (including interrupted travel while on official LEVA business) may be reimbursed for expenses outlined in this policy.

LEVA travelers need to complete, and submit to the Executive Director, the LEVA Expense Reimbursement Request Form and related receipts itemizing all expenses (including those made on a LEVA credit card and/or other reimbursable purchases) within 30 days of the date of the expenditure(s), or last day of travel. Any reimbursement requests received outside of 30 days may be approved on a case-by-case basis. Itemized receipts, in their entirety, should outline each purchased item with its corresponding cost, and must include the establishment's name, date, and time of purchase. For airline travel, both directions of travel must be on the receipt. For meals, ground transportation, or other service, the tip must be on the receipt.

Travel expenses will, under normal circumstances, be reimbursed within 10 days of the submission of a completed LEVA expense reimbursement form and related receipts.

## **Airline Travel**

LEVA personnel traveling by air for official LEVA business should book Economy or Economy Plus accommodations and are authorized to use Business class accommodations on international flights longer than eight hours with approval of the Executive Director or the Board of Directors.

If LEVA personnel can no longer fulfill a travel obligation for a purchased ticket, every effort must be made to cancel that ticket for a full refund or earning a travel credit with the airline that may be used on future LEVA business flights.

When a traveler is authorized to carry additional LEVA equipment or material, the cost of carrying those items of checked baggage will be reimbursed. LEVA will normally reimburse one personally checked piece of luggage, within the airline weight limits, for each week of travel required per event.

## **Meals/Per Diem**

LEVA travelers will be paid for meal and incidental expenses based upon the published US General Services Administration (GSA) rates for travel in the United States and the U.S. State Department rates for travel outside the United States. Receipts will no longer be required for meals.

## **Hotels/Lodging**

LEVA travelers will generally be reimbursed for business class hotel lodging at a rate not to exceed the rates provided by the GSA or the U.S. State Department via their website (<https://www.gsa.gov/travelresources>). In the event variations are necessary due to room availability, proximity to the target venues, etc., the authorization of the Executive Director or Board of Directors may approve a deviation from the GSA or U.S. State Department rate. LEVA travelers are encouraged to stay at the same hotel as other LEVA travelers so they may share rental vehicles to travel to/from classes or meetings.

## **Rental Vehicles**

LEVA travelers must receive prior authorization by the Executive Director to rent a vehicle. Under normal circumstances, the rental will be no larger than what is necessary to shuttle LEVA travelers to/from the airport with their luggage (to include equipment cases) or to/from class each day.

## **Taxis / Rideshare / Shuttle Services**

LEVA travelers may use taxis, ride-share companies, or shuttle services, as needed, to conduct LEVA business. This includes travel to and from stores (for per diem or groceries), meals, airports, and/or hotels. Tips above 20% will not be reimbursed by LEVA.

## **Personally Owned Vehicle (POV)**

LEVA travelers are authorized to travel by POV if the cost of travel by POV is less than or equal to that of other modes of travel. The per mile reimbursement rate will be tied to the GSA POV Reimbursement Mileage rate.

When traveling by POV, LEVA travelers are entitled to reimbursement for travel expenses incurred to conduct LEVA business, travel to and from meals, and travel to and from airports, hotels, or other means of transportation. LEVA travelers using a POVs are required to have current vehicle insurance coverage. LEVA will not be liable or responsible for mechanical troubles or repair expenses.

### **Parking**

LEVA travelers shall be reimbursed for parking a POV or rental vehicle when parking is needed to conduct LEVA business. Airport parking will be reimbursed for the "long-term" parking rate but only up to a value where the combination of reimbursed mileage from a POV and parking is equal or less than the cost of a round trip taxi service or other comparable mode of transportation unless otherwise approved by the authorization of the LEVA Executive Director.

### **Miscellaneous**

As unanticipated charges and fees can arise from time to time, authorization from the Executive Director or the Board of Directors may extend reimbursement for miscellaneous expenses not stated in the current version of this policy.

Any expenses incurred due to the negligence of the LEVA traveler will not be reimbursed by LEVA, as they are considered the responsibility of the traveler and fall outside the scope of our reimbursement policy.

### **Medical Insurance Coverage**

LEVA does not maintain a medical insurance policy. Injury or the onset of a medical condition occurring during the performance of LEVA business would be covered by the individual's personal medical insurance.

### **Extending travel for personal reasons**

LEVA travelers may extend their time at their designated travel area with the understanding that all expenses, including, but not limited to, hotel accommodations, meals, extended rental vehicle fees, and any miscellaneous fees incurred as a result of the extension, are the responsibility of the traveler. Any expenses to LEVA resulting from the extended travel must be repaid to LEVA within 14 days. All liability including, but not limited to, accidents, injury, medical issues, etc., during the extended travel period will be the sole responsibility of the member traveler. Authorization regarding this travel extension policy is at the discretion of the Executive Director or the Board of Directors.

## **V. PREVIOUS POLICIES**

This policy shall supersede all previous LEVA travel related policies.

<b>Date of Final Version:</b>	1.0
<b>Date of Policy Reviewed by Board?</b>	12-30-23
<b>Date of Policy Ratification by Board:</b>	12-30-23
<b>Date Reviewed by LEVA Attorney (<i>if needed</i>):</b>	N/A
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