

## **APPENDIX AR**

July 27, 2001

(Refer to Act 11-708)

# **NSS TRAVEL POLICY**

The NSS functions as a volunteer organization benefiting from countless hours and dollars donated directly and indirectly by its Volunteers each year. While many are able to, and comfortable with, donating all expenses involved with their NSS "jobs" there are occasions where reimbursement for some travel expenses are necessary to allow the volunteer to accomplish their job without undue financial pressure. As an example, members of the Board of Governors pay all personal travel expenses to attend BOG meetings throughout the country. Officers, as BOG members, also pay their own way to the general meetings of the BOG, but receive subsidized travel for the Executive Committee meetings held between each BOG meeting, as it is recognized that the cost of these additional trips begin to stretch the pocketbooks of even the most ardent volunteer. Our intent in spelling out this travel policy is to make clear when reimbursement is available, and how it is accounted for, should a Volunteer request it, while encouraging the continued spirit of covering expenses personally, when that is not burdensome. We operate the Society on a modest income and accomplish a very wide range of activities, in part, because we are fortunate enough to have so many of our members donate their time and resources. In order to be clear, while allowing flexibility where needed, and avoid inconsistency in administering NSS funds, we have spelled out areas where our Acts provide for travel, our general policies, including paying for travel of our office staff for NSS events, where they are "on duty," general guidelines for Convention committees and the NCRC, (which are covered in more detail in their respective policy documents).

The Officers each has a modest travel fund that they may apply to special travel needs by those committees and Volunteers who work in their departments, where travel costs become a concern.

### **GUIDELINES FOR REIMBURSEMENT:**

(1) Assistance is limited to the costs of transportation unless established under specific acts and policies. Examples:

- (A) The office staff when operating the bookstore off site.
- (B) NCRC Training staff at NCRC national seminars funded by registration fees as per Policy for NCRC National Seminars.

(2) Travel arrangements should be made at the most reasonable cost. The maximum allowed airfare should be at the coach, economy or similar low cost rate with 14 day advance reservation or driving at the IRS Tax code volunteer or employee rate, as applicable, for not-for-profit organizations.

(3) Travel reimbursement must be for more than 300 miles. Multiple short trips totaling more than 300 miles within a 30 day period are eligible for reimbursement. Employees are not subject to this limit.

(4) Each person requesting reimbursement will submit an expense report (on a form Approved by the Treasurer) with receipts or similar documentation such as a detailed description of the expenses and the date it was incurred. The report will describe the reason for the travel. The travel report must be approved and signed by the respective officer. The officer will forward the travel request to the Treasurer for reimbursement. The Society shall try to provide reimbursement within 30 days after submission of the report  
WHO SHOULD RECEIVE AUTHORIZED TRAVEL:

The NSS will reimburse travel costs incurred by:

(1) NSS officers in order to attend EC meeting (other than those held in association with meetings of the Board of Governors) provided the travel expenses are covered by a BOG approved EC Travel budget.

(2) Individuals invited to attend an EC meeting (for example to help prepare the NSS budget) provided the travel expenses are funded from an officer's department budget.

(3) Any volunteer or employee of the Society, traveling on the Society business, when reimbursement is authorized in advance by an Officer and whose travel expenses can be covered by that Officer's travel budget without exceeding the approved budget amounts. Current examples are:

(A) NSS Operations Vice President, Secretary-Treasurer or their designated agents when required to perform their duties at the NSS office.

(B) NSS employees carrying out the duties of their NSS job. This includes their designated agent to transport them or NSS bookstore items to an NSS convention or other sales event.

(C) Individuals traveling to special events when approved by the President in advance and funded from the President's Conference Travel Budget. For example, specialists requested to testify at government hearings.

(4) Individuals who need to travel and who have a budget approved by the BOG, which explicitly approves the expenditures of funds for travel costs. Current examples are:

(A) NSS NEWS editor.

(B) Journal of Caves & Karst Studies editor.

(C) Conservation Committee Chairman.

(D) NSS National Cave Management Symposium Coordinator.

(E) NSS Convention Development Committee Chairman.

(F) NSS Recording Secretary to attend required non-convention meetings.

(5) Specific individuals or groups of individuals funded according to acts of the Board of Governors such as:

(A) instructors for a NCRC rescue training seminar funded from seminar fees as per the Policy for NCRC national seminars.

(B) NSS convention staff funded through Act 56-293 and referenced in Act 56-615.

(6) Individuals who receive an International Speleological Partnership grant and the travel is funded under the grant.

(7) Individuals who are performing work on behalf of the Society under a grant or contract from an external organization, which authorizes the reimbursement of travel costs. Reimbursement shall be as determined by the cooperative agreement.

(A) participants under the NSS Mammoth Cave Restoration Cooperative Agreement or any other such agreement with Government agencies that provides for travel expense reimbursement.

(8) Individuals in extraordinary situations when approved in advance by the Board of Governors.

#### CHECKS AND BALANCES:

All travel should have an approving/responsible party. Each officer is responsible for approving all travel expenditures within his or her department.

The Secretary/Treasurer has the responsibility to report a summary of all NSS travel in his annual report to the board as prescribed by the Board of Governors. As with any budget item, details should be available upon request by members of the Board of Governors.