

## **NASW Oregon Chapter Volunteer Leadership Travel Policy**

NASW Oregon Chapter agrees to reimburse volunteer leadership travel for actual transportation, food and lodging according to the terms/rates outlined below. Volunteer leadership travel is defined as travel by a member of the NASW Oregon Chapter Board of Directors carrying out authorized NASW Oregon Chapter business to promote and support the goals and objectives of the Chapter. Other Chapter leaders carrying out tasks on behalf of the Board, including interns and chairs of standing committees, councils and districts, are eligible for reimbursement per authorization by the Chapter President or Executive Director. *Such requests for reimbursement will be considered within the limits of the current budget.*

### **Mileage**

- Volunteers are eligible for mileage reimbursement per authorized event when conducting business on behalf of the Chapter.
- Effective 7/1/08, the reimbursement rate is 0.44 cents per mile, less 50 miles per roundtrip event. The rate is 25% less than the IRS business reimbursement rate, and will be adjusted accordingly each calendar year.
- Regional Representatives are exempt from the 50 mile deductible if local travel is required to contact their constituents.
- Volunteers must submit a reimbursement form to the Chapter office, subject to approval by the Executive Director.
- On the reimbursement form, volunteers also have the option to submit actual gas receipts in lieu of the mileage rate.

### **Lodging**

- Volunteers are eligible for lodging reimbursement per authorized event when conducting business on behalf of the Chapter.
- The maximum reimbursement for lodging is \$100 per day. Volunteers are encouraged to share rooms when available, though this is not a requirement.
- Volunteers who wish to stay longer than required for association business are responsible for additional lodging expenses.
- Volunteers must submit a reimbursement form with attached receipts to the Chapter office, subject to approval by the Executive Director.
- Volunteers may request the Chapter office to make hotel reservations in lieu of seeking reimbursement.

### **Meals**

- Volunteers are eligible for reimbursement for the cost of meals per authorized event when conducting business on behalf of the Chapter.
- The maximum reimbursement for meals is \$45 per day (excluding alcohol), based on approximately \$8 for breakfast, \$12 for lunch and \$25 for dinner.
- Per diem meals covered will be limited to those necessary for doing association business. There will be no per diem allotment for meals provided by NASW while conducting association activities.
- Volunteers will only be reimbursed for actual expenses.
- Volunteers must submit a reimbursement form with attached receipts to the Chapter office, subject to approval by the Executive Director.