

CAPPa TRAVEL POLICY  
Updated March 7, 2020

**A. General**

1. The association reimburses individuals for expenses incurred while conducting authorized CAPPa business.
2. CAPPa policy for travel expenses follows the requirements established by the Internal Revenue Service to protect both CAPPa and participating individuals from violation of tax regulations.
3. The basic categories of travel are:
  - Executive Committee and standing committee members;
  - The Committee Chairs that serve on the APPA Committees and who are expected to attend the mid-year and annual APPA meetings; currently, these are the Business Partner, Information and Communications, Member & Community Engagement, Professional Development, and Professional Affairs / Awards and Recognition Committees (as of 2017, these are two positions in CAPPa);
  - Toolkit Trainers and Toolkit trainer candidates; and
  - Any other person traveling on behalf of CAPPa.
4. CAPPa Board of Directors generally meets twice annually: at the CAPPa Annual Meeting and at a mid-year Spring Meeting. Board of Directors members are generally expected to commit to attending these two meetings and associated committee meetings.
5. CAPPa standing committees generally meet once annually: at the CAPPa Annual Meeting. Members selected to standing committees are generally expected to commit to attending the Annual Meeting and the associated committee meetings.
6. APPA Committees meet twice annually: at the Annual Meeting and in December at the APPA offices.
7. APPA Junior and Senior Representatives and incoming Junior Representative meet twice annually: at the Annual Meeting and in February at APPA.
8. Toolkit Trainers and Toolkit trainer candidates travel to conduct Supervisor's Toolkits as requested and hosted.
9. All travel must be approved in advance by the Executive Committee, either through a documented blanket action or by an individual request and action. If there is any doubt, the requestor should ask in advance of travel as there will be no guarantee of reimbursement after the fact.

**B. Current approvals**

1. The CAPPa Secretary will be responsible for keeping this section up-to-date. As of March 2020, documented approvals for travel are listed below; however, all travel expenses must be in accordance with this Travel Policy:
  - Executive and standing committee members: Up to two nights' lodging expenses will be allowed for members attending the regular annual committee meetings, and this will be dependent upon the conference and airline flight schedules. The airfare and mileage for these committee meetings are not reimbursable.
  - CAPPa will cover airfare, mileage, hotel and one day of per diem (meals) for the CAPPa Board of Directors at the Spring Meeting.
  - The senior Business Partner and Chairs of the Information and Communications, Member & Community Engagement, Professional Development, and Professional Affairs / Awards and Recognition Committees (as of 2017, these are two positions

in CAPP A): Travel and lodging to attend APP A committee meetings in December and at the APP A annual summer conference. Reimbursement shall be for those expenses not otherwise reimbursed by APP A. This reimbursement shall be for the number of nights to attend the committee meetings based on flight schedules but not necessarily the conference itself. Additional nights to attend the annual conference or for site-seeing shall be the responsibility of the traveler.

- Toolkit trainers and Toolkit trainer candidates: All reasonable expenses incurred to execute the Toolkit. Toolkit trainers are encouraged to use a single rental car unless impractical for some reason and requested in advance.
- The Historian and the Official Photographer: All expenses required to execute their duties and attend the conference.
- The designee to the Mexico Initiative: Approved in order to report to the Executive Committee at the bi-annual CAPP A meetings and to attend the conference. Reimbursement for trips to Mexico may be approved by the Executive Committee, but only in advance.

#### C. Allowable Expenses

1. Travel: Includes coach-class air fare for the most direct route, cab or shuttle fare, fare for public transportation, mileage (at the current IRS rate), parking expenses, and tolls. In-advance purchase of airline tickets and weekend stays are encouraged whenever a savings is possible.
2. Where a rental car is provided, as in the case with the Toolkit trainers, the option for full insurance should be accepted.
3. Travel expenses will generally be paid for all approved CAPP A functions other than the regular regional committee meetings, which meet twice annually.
4. Meals: Individuals are expected to participate in any planned functions which include meals. CAPP A's meal allowance will be the federal government per diem standards (see <http://www.gsa.gov/perdiem>). No receipts for meals need be submitted. The appropriate per diem allowance will be deducted from the day's per diem for each meal provided by CAPP A in accordance with the chart at <http://www.gsa.gov/perdiem> (see Meals and Incidental Expense Breakdown), regardless of whether the member chose to actually participate in that meal. Up to 48 hours per diem is allowable for travel to regular annual committee meetings.
5. Lodging: Standard rooms will be reimbursable at the single rate.
6. Tips: Cash tips, within a customary range to service employees of the airport and hotel which are not included as part of the transportation, are covered.

#### D. Unallowable Expenses

1. Private guests: If an individual travels with a private guest while on CAPP A business, expenses for the guest must be covered from his/her own funds.

#### E. Procedures

1. A CAPP A Expense Report must be used to request reimbursement. The form must be filled out completely. (Expense Report form available on CAPP A web-site, [www.cappaedu.com](http://www.cappaedu.com))

2. For audit documentation purposes, all required receipts should be attached to the report.
3. The expense report must be submitted within three weeks of completion of travel.
4. Executive Committee members will submit form to CAPPAs treasurer.
5. Committee members will submit form to Committee Chair for review by the Committee Chair who will submit to CAPPAs treasurer.
6. Committee chairs shall submit form to the President who will review and submit to the Treasurer.
7. Toolkit trainers and Toolkit trainer candidates shall submit form to the Chair of the Professional Development Committee who will review and submit to CAPPAs treasurer.
8. Forms may be submitted electronically via email, mailed through the US Postal Service, or faxed to CAPPAs treasurer.