

## Hemophilia of South Carolina Travel Policy Guidelines, Policy and Procedures

**Purpose:** The Hemophilia of South Carolina travel policy provides guidelines to assist board members, staff and volunteers to understand the restrictions and policies for reimbursement/ compensation for HSC required travel for meetings, events and other as approved by the Board of Directors and/or the HSC President or Executive Director of HSC.

**Hotels and Hotel Rooming:** Hotels should be booked under reasonable rates and within usually small business practices for expenses. Hotels should be safe and comfortable but not elaborate in nature and those who are booking should try to find the least expensive cost within a reasonable location to the meeting place/ event needs. Rooming may be single occupancy if preferred; however, HSC members may want to consider double rooming to save the Chapter money if applicable and feasible.

**Gas reimbursement:** A gas reimbursement rate will be as follows to compensate travel costs upon request for chapter events, and/or needs. This may not be applied to attend required board meetings for the Board of Directors, except for those traveling a long distance and upon certain circumstances with prior board approval; once per quarter. BOD may not make requests for reimbursement to attend Chapter events not required for attendance, ie: group support meeting, activities, events which you are not being asked to attend as a needed Board Member. Cost should be volunteered as a position on the board. All Board members per the 2015 IRS code are considered volunteers and therefore can only be reimbursed at a rate of .14 cents per mile. Board Members attending mandatory board meetings that are scheduled in a location that is over 100 miles round trip may request travel reimbursement beyond the 100 miles.

**Travel Grant Requests- volunteers for the Chapter and members attending educational and/or other events, support for travel to and from summer camps, etc., may request a travel grant stipend as follows:**

**Traveled Miles:** Over 150 round trip= \$25.00 max. Visa card

Over 300 round trip maximum= \$50.00 max. Visa card

Members who request a travel grant may receive a maximum amount not to exceed \$200.00 per year (365 days) to attend events. Visa cards must be given after attendance is completed. Member must fill out and sign a financial request form, non-emergency. THIS MUST BE APPROVED By the Executive Director.

***Flight and Gas reimbursement for national / local required travel:*** ie; NHF Annual Meetings, Training; local and national, meetings for the Chapter Leadership, Washington Days, etc. A maximum amount for consideration is to be no more than \$350.00. Anything above this amount must be considered on a case by case basis if no other means for travel can be found for the max amount allowed and will be approved by the Executive Director. Actual costs occurred will be reimbursed. Car travel costs apply as above.

**Guidelines and Administration:** (Note: budget must be able to accommodate expenses)

- All expenses requested for reimbursement must be submitted on the HSC expense report with all receipts taped on a white sheet of paper and clipped to the expense report. The report must be approved by the Executive Director and signed.
- The **signed** report should be submitted to the treasurer for reimbursement by check.
- **All reimbursements must be submitted no later than 4 weeks after the date expensed per the 2015 IRS code or otherwise will be forfeited.**

Adopted by the Board of Directors, 6.20.15  
Revised, 1.09.16  
Expense Travel 1.1