

South Central Chapter of AAAE: Travel Policy 2024

1. Background
 - 1.1. The chapter originally adopted this policy in 2008 and edited in 2015. Since that time, the business of the chapter has expanded and evolved. Therefore, it is recommended that this policy be amended as shown below:
2. Purpose and Information -
 - 2.1. The purpose of this travel policy is to establish guidelines for chapter funds being spent on travel regarding travel arrangements, expenses, and reimbursement. This policy emphasizes a fiscally responsible approach to travel management to ensure the efficient and responsible use of chapter resources.
 - 2.2. It is expected each elected position within the chapter and AAAE national positions have the support of their airport/employer to the maximum extent possible for the time and travel expenses required for leadership service in AAAE. However, the South Central Chapter of AAAE (SCCAAAE) recognizes airport/employers may not be able to cover all the travel expenses to attend certain events.
 - 2.3. It is the responsibility of the Vice-President (President-Elect) to demonstrate the need for financial assistance, during their term as president, **by submitting an estimate of travel expenses, prior to the fall Board meeting**, to the SCCAAAE Executive Committee (EC). After consideration and consensus of the EC, the estimate **will be included in the proposed annual budget for the next fiscal year and made known to the Board and Membership.**
 - 2.4. This Travel Policy is separate from the budgeted Professional Development Program and Board of Examiners travel requests.
3. SCC Travel Allowances -
 - 3.1. This policy is intended to provide financial assistance for a portion of additional travel requirements that his/her employer is not willing to financially support. This is **not** intended to provide the individuals with a discretionary travel expense account.
 - 3.2. The President is expected to attend the SCCAAAE Annual Conference, the AAAE Annual Conference, and the SCCAAAE Board/EC retreat with the support and financial assistance of their employer.
 - 3.3. When available, leaders will use the AAAE National travel stipend. These funds are available to the Chapter President, AAAE regional board members (SCC has two positions), SCC members elected as an AAAE National Board members (also known as "at large" director), BOE representative(s), Policy Review Council (PRC), and AAAE Committee Chairs. Necessary expenses beyond the AAAE travel stipend may be eligible for Chapter support, following the procedures of this travel policy.
 - 3.4. SCCAAAE events conducted in coordination with AAAE, which have a Memorandum of Understanding (MOU) covering travel expenses for the SCC Chair, are not eligible for chapter reimbursement.
 - 3.5. SCCAAAE will only reimburse individuals for the following items: transportation, lodging, and registration during travel. Meals will be the responsibility of each

- individual.
- 3.6. The following are approved conferences, meetings, or panels for each EC member.
 - 3.6.1. President - SCC/AAAE/IAAE Conference of Americas, Chapter Officers meeting in Alexandria Virginia, SCC/AAAE Loretta Scott, C.M. Accreditation/Certification Academy (Only one Academy throughout calendar year), Aviation Issues Conference (registration only).
 - 3.6.2. Vice President - AAAE Aviation Issues Conference, and Chapter Officers meeting in Alexandria Virginia
 - 3.6.3. Secretary/Treasurer - Chapter Officers meeting in Alexandria Virginia.
 - 3.7. Requests for expense reimbursement for travel not specifically enumerated in this policy may be submitted to the SCC Board for consideration and approval. To the extent possible, requests must be submitted at least 30 days prior to travel and include all relevant information such as the requestor's name, the dates, destination, and purpose of travel, estimated expenses, as well as the anticipated benefit of the travel to the SCC. A majority vote of the SCC Board is required for approval.
4. Air Transportation Booking -
 - 4.1. Individuals are encouraged to book travel arrangements well in advance to secure the most cost-effective options.
 - 4.2. When booking flights, individuals should opt for economy class tickets, selecting the lowest reasonable fare available. Upgrades to any other class above economy shall require prior approval from a majority vote of the Board.
5. Ground Transportation -
 - 5.1. Individuals are encouraged to use hotel shuttles, public transportation, taxis, or ride-share options whenever feasible and cost-effective.
 - 5.2. When taking a ride-share or taxi option, a member should never tip more than 20% of the total fare cost.
 - 5.3. Renting a vehicle requires a majority vote from the Board. When renting a vehicle, individuals should choose economy or midsize cars unless specific circumstances warrant a larger vehicle. Fuel-efficient options should be preferred.
6. Accommodation/Lodging -
 - 6.1. Individuals should select moderately priced accommodations, utilizing the negotiated rates or discounts available through AAAE, SCCAAAE, or any of its partner organizations as well as any U.S. General Services Administration (GSA) Per Diem Lodging Rates if applicable.
 - 6.2. SCCAAAE will only cover lodging costs starting the day before the first conference session through the night of the last conference session.

7. Reimbursement Process -

- 7.1. Expenses eligible for reimbursement shall be listed on the form titled "Travel Authorization". This form will be provided by the Chapter Manager or the Secretary/Treasurer. The Travel Authorization and all itemized receipts shall be forwarded to the Chapter Manager. The Chapter Manager will review the request comparing to the travel policy and approved budget, then forward to the Secretary/Treasurer and President with a statement of compliance or exception. Once approved by the Secretary/Treasurer and the President the Chapter manager will issue a cash reimbursement.
- 7.2. Travel supported by SCCAAAE will be reimbursed following the event, never before.
- 7.3. Individuals must submit their travel expense reports submitted to the Chapter Manager within 30 days after the completion of the trip, including all relevant itemized receipts.
- 7.4. All expenses must be documented, reasonable, and necessary for conducting chapter business.

8. Compliance and Ethics -

- 8.1. All individuals must adhere to SCCAAAE and AAAE's National code of conduct and ethics during travel

9. Review and Revision -

- 9.1. This travel policy will be reviewed prior to each fall board meeting to ensure its effectiveness and compliance with AAAE's guidelines.
- 9.2. Any updates or revisions to the policy will be approved by the Board.

By adhering to this fiscally responsible travel policy, the members of the South Central Chapter of AAAE will contribute to the responsible stewardship of chapter resources while fulfilling their duties and responsibilities effectively.