

Travel Expense Guidelines

The following guidelines are intended to answer the most commonly-asked questions concerning expenses and the two forms related to committee travel for Phi Kappa Phi. If you have other questions, please contact the Society Headquarters at 1-800-804-9880 or by email to the Society's Associate Executive Director & CFO Lourdes Barro at lbarro@phikappaphi.org.

1. **Airfare.** Air travel arrangements should be made far enough in advance (at least 21 days) to obtain the lowest cost economy or "coach" fare available (with Saturday night stay when possible if such scheduling would substantially lower the cost of your travel). If you cannot get such a rate, you should obtain a statement from the travel agency indicating that economy rates were unavailable or impractical. This statement must accompany the expense voucher.
2. **Intent to Travel Form.** In order to assure appropriate insurance coverage for you and to document your intent to travel, a "Notice of Intention to Travel on Society Business" form (a half-sheet stating purpose, location, and estimated transportation cost) shall be filed with the Society Headquarters by all persons traveling on Society business. Send the form to the Society Headquarters prior to undertaking travel and as soon as possible after making travel arrangements. Your final claimed transportation cost (on the Expense Voucher) should be near the rough estimate on the "Intent" form but need not match it exactly.
3. **Personal automobile.** The use of personal automobiles shall be reimbursed at the government-approved mileage rate (50¢ for 2010), provided that the latter does not exceed the economy airfare.
4. **Lodging.** Reimbursement for a single room, or double room when accompanied by spouse, shall be provided only for periods directly related to Society business. You will usually have to call the designated hotel yourself in order to make a reservation on your own credit card.
5. **Accompaniment of spouses on Society travel** is encouraged, but provisions for reimbursed expenses for a spouse is limited to lodging and to invited attendance at Board of Directors and other official Society functions.
6. **Documentation.** Receipts must be submitted for all meal, lodging, parking, air travel, and local transportation expenses exceeding \$10.00. If possible, obtain receipts for all expenses including those less than \$10.00. Credit card receipts or statements, alone, are no longer considered adequate documentation.
7. **The Executive Director shall review travel expense reports, request missing documentation, inform claimants of items significantly outside of norms, and forward questionable items to the President or Board of Directors for action.**
8. **Submit your Expense Voucher to Headquarters as soon as possible after travel, so that expenses can be charged to the appropriate accounting period. Other committee-related expenses, such as the cost of postage or phone calls, can also be claimed on the Voucher.**

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