

USITT TRAVEL REIMBURSEMENT POLICY AND PROCEDURES
Policy revised and adopted November 11, 2011
Procedures reviewed October 22, 2010
Supersedes all other documents on this subject

TRAVEL AND HOUSING REIMBURSEMENT POLICY

Persons traveling on USITT business and requesting reimbursement are expected to keep all travel-related expenses to a minimum. Advance purchase, economy plane fares are to be secured whenever possible and budgets should be developed using these fares. USITT-arranged double-occupancy rooms are to be utilized wherever possible. **THE INSTITUTE HAS LIMITED FUNDS AND NON-AUTHORIZED EXPENSES WILL NOT BE REIMBURSED.**

It is vital to the ongoing work of USITT that persons scheduled to attend meetings, retreats, or other scheduled Institute events be able to do so. If an individual has a need for reimbursement beyond what the policies allow, that individual should contact their supervising Officer, the USITT President, or the Executive Director.

I. TRAVEL FOR BOARD MEETINGS AND RETREATS NOT OCCURRING DURING THE ANNUAL CONFERENCE

Members invited to these meetings will be reimbursed upon request for up to

- 1/2 of economy class air transportation, or
- 1/2 of mileage expense at the current IRS rate for business purposes (up to but not exceeding the cost of airfare), or
- 1/2 of bus or train transportation
- Round trip ground transportation or airport/hotel parking not to exceed \$100 (as needed).

II. TRAVEL BY USITT MEMBERS FOR SPECIFIC BUDGETED ACTIVITIES

Members authorized to travel for an approved budgeted activity will be reimbursed for the following:

- Advance-purchase, round-trip, economy air or train or bus fares are to be used whenever possible. Use of personal vehicles **IF APPROVED IN ADVANCE** will be reimbursed at the current IRS rate for business purposes (up to or not exceeding the cost of airfare). If it is determined that renting a car is more cost effective for the Institute than use of a personal vehicle, then this option should be pursued. Web-based distance mileage estimates will be used.
- Round-trip ground transportation or airport/hotel parking not to exceed \$100 (as needed).
- Reasonable car rental, when necessary.
- Board members who serve on committees during the same time as a Board meeting will be reimbursed according to the Board Meeting schedule (See item I. above).

The budget of the anticipated expenses should be prepared by the reporting Officer as part of the annual budgeting process.

This category also includes travel for appointed and designated USITT representatives for the Prague Quadrennial and international meetings. All requests for support and reimbursement go through the Chair of the International Activities Committee.

III. TRAVEL INVOLVING THE ANNUAL CONFERENCE & STAGE EXPO

A. TRAVEL FOR CONFERENCE COMMITTEE MEMBERS

Travel expense for up to three planning meetings per fiscal year will be paid by USITT for committee members as designated by the Vice-President for Conferences. Travel will be reimbursed for the following:

- Advance-purchase, round-trip, economy plane fares or train or bus. Use of personal vehicles **IF APPROVED IN ADVANCE** will be reimbursed at the current IRS rate for business purposes (up to or not exceeding the cost of airfare). If it is determined that renting a car is more cost effective for the Institute than use of a personal vehicle, then this option should be pursued. Web-based distance mileage estimates will be used.
- Round trip ground transportation or airport/hotel parking not to exceed \$100 (as needed).

B. COMMISSION GUESTS

The Institute *may* pay advance-purchase, round-trip, economy plane fares from the presenter's "home base" to and from the conference and reasonable ground transportation costs. If the same guest receives non-member presenter support for two consecutive conferences, the guest will no longer be eligible for reimbursement.

Commission guests must make their travel arrangements through the USITT-designated travel company, or designated airline. Any special travel over and above the amount detailed above is the responsibility of the presenter. If presenters wish to make their own travel arrangements or to combine the trip with other destinations for personal convenience, the Institute's maximum cost shall not exceed the cost of advance-purchase, round-trip, economy plane fares calculated by the travel agent at the lowest available rates. This sum would then be paid directly to the presenter and the presenter will take full responsibility for personal travel costs and arrangements.

NOTE: If travel is booked using the USITT designated travel company or designated airline and then cancelled, the individuals must refund USITT the cost of the ticket and keep the ticket for future personal use. This policy is to protect the Institute from incurring costs associated with ticket cancellation fees.

C. AWARD RECIPIENTS AND OTHER APPROVED CONFERENCE GUESTS

Award recipients and other approved conference guests may receive travel compensation as determined by the Vice President for Conferences and/or the President and/or the Executive Director.

PROCEDURES FOR OBTAINING REIMBURSEMENT FOR APPROVED TRAVEL EXPENSES:

To receive a reimbursement, complete a USITT expense voucher (obtainable at the USITT website by clicking on the Volunteer Tools tab). Mail/e-mail a completed voucher with receipts to the reporting USITT Officer for approval. The Officer will approve the documents in writing or electronically and send an e-mail from the officer to the USITT Accounting Manager with the

officer's approval. This process may be completed electronically. An e-mail with the Officer's approval will be considered an acceptable substitute for the Officer's signature.

HOUSING REIMBURSEMENT POLICY

Note: The Institute will not reimburse room service, meals charged to the room, and the like; these charges are the responsibility of the member unless specifically budgeted.

I. HOUSING FOR BOARD MEETINGS AND RETREATS NOT OCCURRING AT THE ANNUAL CONFERENCE

USITT will make available moderately priced accommodations for participants. Members invited to these meetings will be reimbursed upon request for up to 1/2 hotel expense of a single room (as arranged by the Institute) once each fiscal year (July 1 to June 30). If two members choose to room together in the hotel, the Institute will cover the cost of that hotel room.

II. HOUSING FOR USITT MEMBERS FOR SPECIFIC BUDGETED ACTIVITIES

Reasonable accommodation, typically double occupancy, is covered for USITT members whose housing has been included in the approved budget for the activity. The anticipated budget should be prepared by the reporting Officer and submitted to the President, Executive Director, and USITT Accounting Manager of the Institute for approval and tracking.

III. HOUSING INVOLVING THE USITT ANNUAL CONFERENCE AND STAGE EXPO

A. HOUSING FOR CONFERENCE COMMITTEE MEMBERS

1. Planning Meetings: Housing expense for planning meetings will be paid by USITT for those called to these meetings. Housing will be paid directly by USITT at the selected hotel for double occupancy rooms. If a gender balance cannot exist, USITT will pay for a single occupancy room. Should a member elect a single occupancy room, USITT will pay ½ the room rate – the member is responsible for the remainder.
2. Housing during the conference will be reimbursed for Committee members designated by the Vice-President for Conferences and approved by the President and/or Executive Director. These may include:
 - Program Coordinator (Sunday to Sunday)
 - VP-Programming
 - VP-Operations
 - VP Conferences
 - Regional Programming Coordinator (Sunday to Sunday)
 - Media Resources Coordinator (Sunday to Sunday)
 - Student Volunteers Coordinator (Sunday to Sunday)
 - Office Coordinators (Sunday to Sunday)
 - Trouble Shooter Coordinator (Sunday to Sunday)
 - Special Events Coordinator (Monday/Tuesday nights)
 - Special Exhibitions Coordinator (Monday/Tuesday nights)
 - SMMP Coordinator and non-member guest mentors (limit 2) (Sunday to Sunday)
 - Transportation Coordinator (Monday/Tuesday/Wednesday nights)

- Such Assistant Coordinators as determined by the VP-Conferences up to the same limits as the Coordinator assisted.
3. A complimentary suite is provided for the President.

B. HOUSING FOR COMMISSION GUESTS

The Institute *may* pay two nights housing in the conference hotels. If the presenter is making more than one presentation during the course of the conference, the hotel allowance will be adjusted accordingly. Compensation is determined by the budget allotment for non-member presenters as they are identified. Compensation may include Pre-Conference Events.

C. HOUSING FOR AWARD RECIPIENTS AND OTHER APPROVED CONFERENCE GUESTS

Award recipients and other approved conference guests *may* receive housing compensation as determined by the Vice President for Conferences and/or the President and/or the Executive Director. These might include: Golden Pen, USITT Award; Distinguished Achievement Award (2 nights); Health & Safety Award; Keynote Speaker; Architecture Award Jury (2-3 nights).

D. HOUSING FOR INTERNATIONAL GUESTS

1. BY INVITATION: Guests receive 5 nights housing as arranged by the Institute.
2. OISTAT: The invited OISTAT Committee may receive housing as arranged by the Institute in a shared room for 3 nights. This is paid for by funds allocated for OISTAT participation.

PROCEDURES FOR OBTAINING REIMBURSEMENT FOR APPROVED HOUSING EXPENSES:

If USITT is providing hotel accommodations, members will be billed by USITT for their portion of the housing expenses (as applicable). Note that the Institute will not reimburse for room incidentals, room service, or food/phone/internet connections and the like, unless such charges were agreed upon in advance and approved by the supervising Officer, President, or Executive Director. If such charges are incurred, they must be cleared when checking out.

OTHER REIMBURSEMENT POLICIES

All other expenses for which a member is anticipating reimbursement must be approved in advance by the reporting officer, the President, or the Executive Director. These might include meals, phone calls, photocopies, FAX, etc. Receipts must be included with a USITT expense voucher appropriately signed and sent to the USITT Accounting Manager for reimbursement against the budget line.

CONFERENCE FEES WAIVED

A . CONFERENCE REGISTRATION

Full Conference Registration will be provided for

- Award recipients: Golden Pen, USITT Award; DeGaetani Award; Distinguished Achievement; YDT Awards (9); Rising Star, Architecture Awards (up to 2 per winner); Health & Safety Award; Special Citations; Herb Greggs Award (Non-Member only)
- Keynote Speaker
- Conference Committee
- Commission guests
- SMMP students
- SMMP guest mentors (limit 6)
- Young Designers' Forum accepted applicants
- Young Technician's accepted applicants
- Regional Professionals
- International Guests, their spouses, and translators.
- OISTAT Committee Members, their spouses, and translators.
- Student volunteers

B. EVENT TICKETS AT THE ANNUAL CONFERENCE

Tickets for functions not included in the registration package will be provided for special invited guests of the Institute as designated by the Vice-President for Conferences, the President, or the Executive Director.

NOTE: Policies involving affiliate organizations or foundations (such as PLASA, LORT, and USA) are covered under individual letters of agreement and are not part of this policy. Policies involving employees or contractors of the Institute are covered in the USITT Employee Manual or the contract.