

STANDING RULE - CHAPTER 299 TRAVEL PERDIEM (PD) – NOVEMBER 2013:

The rate of travel per diem for food while on official Chapter business is set at \$50.00.

The first day of travel will be calculated at $\frac{3}{4}$ day PD irrespective of the time of day the traveler actually departs.

The day of return travel will be calculated at $\frac{3}{4}$ day PD irrespective of the time of day traveler actually arrives at his/her residence.

All full days once the traveler is on official Chapter duty status will be reflected as a full day of PD.

All reimbursable official Chapter travel must be authorized by the Chapter Board of Directors (BOD).

Hotel rooms will be shared (two (2) to a room) and the lodging rate must be confirmed by the traveler and authorized by the Chapter BOD. The traveler will only be reimbursed for half of the total of the lodging rate. Any deviance from this policy must have Board approval.

Any additional monies given to the Chapter traveler while on Chapter PD must be turned into the Chapter treasurer with a note of explanation. In other words, no traveler will be paid more than the established rate, irrespective of the source of funding.

Incidentals, such as gas while on travel status, travel tickets, taxis or anything that is required but falls outside the purview of the normal PD for substance, must have a receipt and an explanation.

Expense vouchers must be submitted for approval to the Chapter treasurer within sixty (60) days of travel termination. Unless mitigating circumstances are found by the BOD, payment will not be made once the sixty day time limit has expired.

Any Chapter member found by the Board to be in violation of this standing rule will be disciplined administratively and will be required to repay the unauthorized expenditures.