



## Purpose

ARRT recognizes that volunteers contribute valuable time and effort to the organization through their service on committees. When traveling on behalf of ARRT, their arrangements should reflect safety and convenience consistent with the reasonable and prudent use of ARRT funds. Volunteers are urged to be sensitive to both the perception and the reality associated with expenditures they incur when traveling on behalf of ARRT. The policies outlined below are designed to provide guidance and – to the most reasonable extent possible – consideration of the demands that volunteers face in their jobs, their personal obligations, and travel realities that may vary depending upon an individual's home city and the meeting location.

## Policies for ARRT-Required Travel

### Days Covered

ARRT covers costs that coincide with volunteers' travel to and from the meeting, as well as costs associated with the meeting. Extended stays must be authorized by and are at the full discretion of ARRT leadership prior to making reservations.

As a general guideline, the official travel/meeting period includes the day prior to the first meeting date and will end three hours following their return flight to their home airport.

ARRT recognizes that convenient, or even possible, travel schedule options can vary depending on the volunteer's home city and the meeting location, and at times may not fit within these general guidelines. In such cases, reasonable exceptions will require the approval of ARRT leadership.

### Per Diem Allowance

ARRT has adopted a per diem allowance policy for expenses which is meant to cover volunteers' customary and reasonable business-related travel expenses for the "[Days Covered](#)" period outlined above. This allowance is in lieu of tracking expenses and submitting receipts along with an expense report. Additional expenditures incurred by the volunteer for personal travel or related to extended stayovers that exceed the "[Days Covered](#)" period are not reimbursable.

ARRT follows the [U.S. General Services Administration \(GSA\)](#) when setting the per diem rate for our meetings. The ARRT office is in ZIP Code 55120, which will be used to set the per diem rate. Rates for the coming federal government fiscal year are typically announced in mid-August and take effect October 1.

Volunteers will receive the "M&IE Total" for each of the "[Days Covered](#)". This is meant to cover any expenses for mileage, airport parking, meals, gratuities, etc. (i.e. – any expenses other than airfare and room/tax lodging). As such, there will not be a need to retain and submit receipts as part of a travel expense reimbursement request. Please see "[Travel Related Fees](#)" below for additional information. ARRT will not deduct the amounts for each meal provided during the meeting as listed on the GSA website; the "M&IE Total" amount is a fee to be received for each day of the "[Days Covered](#)" period.

## Travel Arrangements

Volunteers can arrange travel after all requirements have been fulfilled as part of the RSVP in the [ARRT Volunteer Portal](#). These requirements include signing documents such as contracts, disclosure statements, etc.

- After the RSVP has been confirmed, volunteers must arrange travel through Travel Leaders. Travel not booked through Travel Leaders is not eligible for travel insurance covering delayed or cancelled flights and ground transportation.
- Travel Leaders will attempt to meet personal preferences for airlines and schedules consistent with ARRT travel policies. If a volunteer wishes to arrange travel from an entity other than the ARRT travel agency, ARRT leadership must approve the request before any arrangements are made. In such cases, the volunteer must accept all responsibility for unexpected expenses that would have been covered by travel insurance offered by ARRT's travel agency.

## Airfare

Travel Leaders will purchase coach class airfare unless otherwise approved by the ARRT leadership. The travel agency will attempt to obtain the least expensive fare consistent with the volunteer's travel plans, generally understood to be the most direct route to and from the meeting location. ARRT does not reimburse additional airfare or additional expenses incurred for travel outside of the authorized travel dates or when changes are made to travel plans that are not requested by ARRT.

- The travel agency will purchase tickets at least 60 days prior to the first day of the meeting to ensure that preferred flights and fares are available.
- The travel agency will purchase tickets that include a confirmed seating assignment and include one personal item and one carry-on item in the fare.
- For a savings of \$200 or higher, volunteers are expected to make one stop of no more than 2 hours in duration.
- All fares exceeding \$650 require review and approval by ARRT leadership prior to ticketing.
- As a courtesy, ARRT will purchase airfares that combine ARRT business travel with personal or non-ARRT travel, although the volunteer must reimburse ARRT for that portion of the trip. The volunteer must get a quote from Travel Leaders showing how much the airfare would cost if the volunteer used the most economical fare to travel directly to and from their home airport to the business meeting or activity, then determine the actual fare with the personal travel included. If the itinerary including personal travel is higher than the itinerary with only ARRT-related travel, the volunteer must then reimburse ARRT for the difference between these two fares.
- Volunteers unable to travel due to illness, emergency, or other conflict should notify ARRT staff as soon as possible to allow travel reservations to be cancelled with minimum penalty. Unused airline tickets with remaining value are the property of ARRT to be used for future ARRT business travel.

## Travel Related Fees

With ARRT's adoption of a per diem allowance policy, travel expense management has been streamlined. As such, the following are examples of travel-related expenses meant to be covered by the per diem allowance. This list is not meant to be exhaustive but to merely provide examples of the travel-related fees included in the spirit of the policy:

- Baggage fees
- Seat upgrades
- Early check-in
- Fees related to Transportation Security Administration (TSA) Pre-check or similar security

services (e.g., CLEAR)

- Ground transportation to/from the volunteer's home airport (mileage, Uber, Lyft, etc.). We encourage the use of the hotel's complimentary airport shuttle service to and from the Minneapolis-Saint Paul airport (MSP).

### **Involuntary Travel Disruptions**

Volunteers experiencing cancelled flights, delays of four or more hours after departing from their home airport, missed connections, or disruption due to being involuntarily denied boarding (e.g., an oversold flight), should first seek assistance from the airline.

- Volunteers experiencing disruptions that delay or prevent the business purpose of the trip, or cause an unexpected overnight in either direction, should immediately notify ARRT staff. Fees for airfare and the reasonable room/tax for lodging are reimbursable and the per diem allowance may be extended as necessary, according to the limits and guidelines in this policy and after assistance has been requested and/or granted by the airline.

### **Voluntary Travel Disruptions**

Volunteers approached by the airline to volunteer their seat on an oversold flight in return for denied boarding compensation vouchers may volunteer provided that the travel delay does not impact on time arrival or participation in their designated travel purpose. Denied boarding compensation vouchers or tickets are the property of the traveler.

- Any costs associated with travel disruption for denied boarding due to intoxication, aggressive or inappropriate behavior, or late arrivals within the volunteer's control are not reimbursable.
- Voluntary itinerary/ticket changes may not be made without authorization by ARRT staff. Costs of itinerary changes made by a volunteer and not at the request of ARRT are not reimbursable.

### **Lodging**

For ARRT meetings, ARRT will cover only room and tax charges at the designated hotel. If the volunteer wishes to stay longer than the designated meeting dates, please contact the Meeting and Event Planning Manager to coordinate those details. ARRT will only cover room and tax charges for the period outlined in the "[Days Covered](#)" section above. Additional nights and charges will be the responsibility of the volunteer.

### **Master Account**

The ARRT has arranged for payment of room and tax charges with the hotel. Any incidental charges (e.g., movie rental fees, café, or restaurant charges to the room) will be the responsibility of the volunteer and covered by the per diem allowance; they are not otherwise reimbursable. Volunteers should be prepared to present a credit card upon check-in. Please contact the Meeting and Event Planning Manager with any questions or concerns.

### **Meals**

During ARRT-sponsored functions, ARRT is happy to accommodate reasonable dietary requests when identified in the Assessment Committee Participant Survey or in a reasonable amount of time in advance of arrival for the meeting. Please refer to the "[Per Diem Allowance](#)" section above for more information.

### **Alcohol Guidelines**

Expenses incurred for alcoholic beverages are considered part of the meal and included in the per diem allowance. ARRT promotes and requires responsible use of alcohol.

- If the volunteer is driving or has obtained a car rental which they are driving, the volunteer will avoid consuming any alcoholic beverages.

### **Rental Car**

All travel arrangements during the committee meeting will be arranged by ARRT staff. Additionally, the hotel provides shuttle service to local restaurants. If the volunteer has a personal need for a car rental, arrangements will need to be made by the volunteer, and the expenses are not reimbursable.

### **Personal Auto**

Personal car mileage is reimbursed at the prevailing IRS standard mileage rate. If a volunteer uses their personal auto as transportation to the meeting, the reimbursed cost is the lesser of actual mileage paid at the IRS rate or the cost of a coach round trip airline ticket to the destination that would have been purchased at least 60 days prior to the first day of the meeting. Mileage other than that which is considered part of travel to the meeting instead of flying, is not reimbursable and is considered part of the per diem allowance.

- ARRT staff may verify mileage by using the most direct route from the volunteer's home address to the ARRT hotel as calculated by Google Maps.

### **Parking/Tolls**

All parking fees and tolls related to ARRT business are considered part of the per diem allowance. Please refer to the "[Per Diem Allowance](#)" section for further information.

### **Guests**

In instances where a guest accompanies the volunteer, all expenses for the guest are the personal responsibility of the volunteer. For planning purposes, ARRT will need to know whether a guest will be accompanying the volunteer 60 days prior to the first day of the meeting. Any amount owed to ARRT will be deducted from the per diem allowance amount after the meeting. Remaining balances due will need to be paid to ARRT within 30 days.

### **Tips**

Tips are included as incidentals in the per diem rate and will not be reimbursed separately. Please see the "[Per Diem Allowance](#)" section above for more information.

### **Laundry/Valet**

Laundry/valet services are included as incidentals in the per diem rate and will not be reimbursed separately. Please see the "[Per Diem Allowance](#)" section above for more information.

### **All Other Expenses**

If you have questions about any expense that does not appear to be covered by the Travel Policy for Volunteers, please refer them to ARRT's Meeting and Event Planning Manager.

### **Documentation**

ARRT's "[Per Diem Allowance](#)" policy means we no longer require documentation or submission of Travel Expense Reports.