

High Twelve International Officer Travel Allowance Expense Policy and Procedure

Travel Allowance Expenses are reimbursable expenses for authorized High Twelve International business, only. They do not include visits to clubs within an Officer's own state, unless the visit(s) is for a specific purpose and is approved by the President or, if he believes necessary, the Executive Committee, in advance of the visit.

The Official Expense Report can be found in two places on the International web site. If you are not logged on to the secure site with your email address and password, you can find it under Everyone in the top tool bar. If you are logged on to the secure site, you can also find it under Officers, Executive Board and then at the bottom of the meeting Agenda.

Approved expenses related to International business are, as follows:

1. Lodging room, lodging taxes and lodging internet for the period of the event, starting the day before and ending the day after the event.
2. Breakfasts, lunches and dinners which are included in the "package" for the event, such as a state annual meeting, the Mid-year meeting and the Annual Convention.
3. Transportation to and from the event and related expenses, which include
 - a. Plane, train and bus
 - b. Local taxi and shuttle bus to and from hotel or motel
 - c. Car rental
 - d. Gas for rental car
 - e. Personal car miles
 - f. Parking
 - g. Tolls

Round trip personal car miles are approved for trips which are 100 miles or more one way to the event. The rate of reimbursement is 30 cents per mile.

4. Entertainment, if included as part of the "package" for the event.
5. Registration fees for the event.

In completing the Official Expense Report, the Officer should type his name and title at the top left of the form and the period covered at the top right. He must also show the dates of the event in the appropriate days of the week and the location of it. Registration fees are to be included at the bottom of the form under "Description." The business purpose of the event must also be shown at the very bottom. Copies of supporting receipts, such as the hotel or motel invoice, are to be attached to the Report. When including mileage, a MapQuest or Google information sheet showing the mileage from home to the event must be attached to it

There are items which you should not do or include on the Report, such as

1. Do not lump expenses for several days under one day, such the last day of the event. They are to be shown for each night and/or day of the event.
2. Breakfast, lunch and dinner expenses are not to be included unless they are part of the "package" for the event or unless you are expected to be there. All Officers are expected to spend some of their own personal funds.
3. Do not include personal miles to a single event which are longer going to it then returning home from it or vice versa. The MapQuest or Google route will determine the mileage.
4. Discretionary tips are not encouraged to be included on the Report. Tips are for personal service to you. If you want to tip, it should be at your expense.
5. Entertainment which you choose to attend is not to be included on the Report. It is not a requirement of the event.
6. Incidental items, such as a toothbrush because you forgot one or a bottle of water or a soda because you would like to have one, are not to be included on it.

There must be some guidelines for reimbursing expenses. We must also keep in mind that we are a nonprofit organization and not a business entity with deep pockets.

Finally, the completed Official Expense Report and supporting documents are to be sent to the International Treasurer.