

NWIR

National Women in Roofing

TRAVEL REIMBURSEMENT POLICY

ARTICLE I

National Women in Roofing, Inc. (“NWIR”) may provide partial reimbursement (“Reimbursement”) to individual members of its Executive Committee (“Executives”) and Board of Directors (“Directors”) for economy airfare, ground transportation, lodging expenses (“Travel Expenses”), and a per diem of \$50/day actually incurred and which are reasonable, necessary, and related to attendance at NWIR Council meetings, Board of Directors meetings, or Executive Committee meetings. Reimbursement for ground transportation in an individual’s personal vehicle will be made at the then current IRS reimbursement rate. These reimbursements must be pre-approved by the Executive Committee and are pending available resources in the fiscal year operating budget.

ARTICLE II

- A. NWIR may issue Reimbursements to the Executive Committee for Travel Expenses for attendance at:
- i. Council meetings, as long as that Council has not already received a visit from an Executive during the same calendar year; and
 - ii. Up to two Executive Committee meetings per calendar year, with a maximum Reimbursement of eight hundred dollars (\$800) per Executive Committee meeting.

B. NWIR may issue Reimbursements to the Board of Directors for Travel Expenses for attendance at up to two Board of Director meetings per calendar year, with a maximum Reimbursement of six hundred dollars (\$600) per meeting.

C. NWIR shall not issue Reimbursements for Travel Expenses for attendance at the meetings referenced in this Article if such attendance is in conjunction with another event in which the Travel Expenses would ordinarily be reimbursed or paid for by the Executive’s or Director’s primary employer.

D. The total of all Reimbursements issued by NWIR in a calendar year for Travel Expenses for attendance at Executive Committee meetings shall not exceed eight thousand dollars (\$8,000).

E. The total of all Reimbursements issued by NWIR in a calendar year for Travel Expenses for attendance at Board of Director meetings shall not exceed eighteen thousand dollars (\$18,000).

F. The total of all Reimbursements issued by NWIR in a calendar year for Travel Expenses for attendance at Council meetings shall not exceed twenty-five thousand dollars (\$25,000).

G. Reimbursements shall be made under an accountable plan.

H. If the amount of the Reimbursement exceeds the actual Travel Expense, the Executive or Director must return the overage amount to the NWIR Treasurer within one hundred and twenty (120) days of receipt of the Reimbursement.

ARTICLE III

In order to obtain a Reimbursement, an Executive or Director must submit the following to the NWIR National Treasurer within thirty (30) days of completing the travel:

- i. copies of receipts or other documentation evidencing the Travel Expense; and
- ii. a completed Travel Reimbursement Form.

ARTICLE IV

Prior to issuance, Reimbursements must be approved by a three-fourths majority vote of the Executive Committee, such majority to exclude the interested Executive or Director.

This policy is adopted by the NWIR Board of Directors on September 17, 2018.

Request for Travel Reimbursement

Please cut and paste this form into an email, fill it out, and send to Ellen Thorp.

Meeting Name / Event:

Date of Event:

Total amount:

(attach receipts as pics or scans)

The NWiR office will mail you a paper check after the travel is completed. Please indicate who it should be payable to and their mailing address:

Name _____

Mailing Address _____