

**Michigan Council of SHRM
(MISHRM)**



Travel and Expense Policy

Effective: January 1, 2019



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1. Policy Overview

1.1. Goals and Objectives

The State Council appreciates and values the time and talents expended by all Volunteers for the Michigan Council of SHRM. It is the policy of MISHRM to reimburse its Volunteers for all appropriate and reasonable expenses incurred while conducting MISHRM business. These expenses must be itemized, fully explained and properly approved. While this policy attempts to be comprehensive, it is impossible to anticipate every situation Volunteers may encounter. Volunteers are expected to adhere to the following general principles:

- ▣ Exercise good business judgment with respect to expenses
- ▣ Record expenses as they are incurred
- ▣ Submit reimbursement requests, with supporting documentation, in a timely manner

This policy has been approved by the Executive Committee and supersedes any and all pre-existing policies. Any questions regarding information contained in this Travel and Expense Policy may be directed to members of the Executive Committee.

1.2. Procedures

Volunteers are required to submit completed expense reimbursement requests, with copies of original receipts attached, using the online expense report form on the MISHRM website (see: <https://www.mishrm.org/expenses>; login is your email address; ask the Treasurer for the current password). The requests are automatically routed to the Treasurer, who will then review and submit them for final State Director approval and payment. A copy of the report is also sent back to the requestor in parallel. Requests must be submitted within 30 days of the last day of the trip or event where the expense was incurred.

1.3. Receipts

Receipts are required for expense reimbursement. Volunteers are responsible for obtaining receipts from providers at the time expenses are incurred. If original receipts are not available, paid bills and/or charge card receipts will be accepted.

1.4. Eligibility

The following Volunteer positions are eligible to submit expense reimbursement requests. Other positions or individuals must obtain approval from the Executive Council before expenses are incurred.

State Director, State Director Elect, Immediate Past State Director, Treasurer, Secretary, District Directors, HR Certification Institute Director, College Relations Director, Diversity Director, SHRM Foundation Director, Legislative Affairs Director, Membership Director, Workforce Readiness Director, Communications/Technology Director, State Conference Liaison, and Chapter Presidents or the Chapter's designated alternate who regularly attend Council meetings.

2. Air Transportation

2.1. Advance Purchase

Volunteers must book airline travel at least 14 days in advance of their travel departure date.

2.2. Lowest Logical Airfare

Volunteers should choose the lowest logical airfare when making their flight selections. Lowest logical airfare is defined as the lowest overall price, with a departure or arrival time no more than two hours plus or minus the preferred time, and with routing that requires no more than one connection each way. When determining the lowest logical airfare please also consider or research alternate airports close to the desired departure and arrival locations.

2.3. Class of Service

Coach Class of service must be booked for all domestic flights.

2.4. Saturday Night Stay

Volunteers are not required to travel over a Saturday night in order to obtain the lowest logical airfare. In the event a Volunteer chooses to do so in order to obtain a reduced fare, MISHRM may cover the cost of hotel, transportation and travel allowance for meals to the extent of the savings obtained. Before booking said airfare, please obtain written approval from the Director or Director-Elect. An e-mail exchange will be considered written approval. Additional costs will not be covered by MISHRM.

3. Ground Transportation

The most economical method of transportation should be used. Volunteers are expected to use their best judgment in determining the most efficient and convenient form of transportation given the location, timeframe and relevant safety issues.

3.1. Personally-Owned Vehicles

For distances of less than 100 miles, Volunteers must drive their personal vehicles to MISHRM events. Mileage will be reimbursed at the applicable IRS rate.

3.2. Rental Cars

As renting a car is one of the most expensive ground transportation options available on a “per mile” basis, rental cars should only be used when less expensive forms of transportation, (taxi, train, shuttle, etc.) are not available or not feasible. Volunteers should carefully review their transportation options to evaluate cost, driving conditions, timing, and convenience prior to renting a car for business travel.

Class of Service

The approved car class is “intermediate” or “mid-size”. A one class upgrade is allowed if three or more Volunteers are traveling together and sharing one car. Other upgrades will not be reimbursed.



Fueling Option

Volunteers are required to refuel the car prior to return, and should therefore decline the fuel options when offered.

3.3. *Taxi/Chauffeured Car Service/Shuttles*

Costs incurred on public transportation due to legitimate business travel are reimbursable. Hotel shuttles should be used whenever possible. Volunteers should use an airport shuttle or taxi, whichever is less expensive, when hotel shuttles are not available. Volunteers are required to utilize the most reasonable transportation alternative, balancing cost, convenience, and safety.

3.4. *Parking and Toll Fees*

Volunteers will be reimbursed for all parking and toll fees incurred while traveling on MISHRM business. Receipts should be obtained whenever possible.

3.5. *Fines*

Volunteers are responsible for paying all traffic fines incurred while on MISHRM business, including fines incurred on rental cars. Fines will not be reimbursed.

4. Hotels

4.1. *Lodging Choice and Rates*

It is recommended that Volunteers utilize the hotels identified by MISHRM or SHRM.

4.2. *Telephone and Internet*

Hotel telephone usage is not reimbursable. Reasonable Internet usage rates will be reimbursed.

4.3. *In-Room Movies and Spa/Gym Charges*

In-room movies and spa/gym charges are not reimbursable.

5. Meals

Volunteers traveling on MISHRM business will be reimbursed for actual meal costs for those meals not included in conferences/meetings. A single meal expense should not exceed \$50 (inclusive of food, tip and up to 2 alcoholic beverages). Receipts for are required for expenditures over \$25.00.

6. Conferences/Seminars/Out-of-Town Training

Attendance at conferences, seminars and out-of-town training must be pre-approved by a MISHRM Executive Council member.

7. Personal / Spousal Travel

Volunteers must pay for all personal and spousal travel. MISHRM does not reimburse for expenses involved with spousal accompaniment

8. Non-Reimbursable Expenses

Only expenses as noted in this policy are reimbursable. The following is not intended to be an exhaustive list of excluded items. Non-reimbursable expenses include:

- ▣ Airline and rental car club dues
- ▣ Alcohol (with the exception of up to 2 drinks during a meal).
- ▣ Babysitter and child care fees
- ▣ Dry cleaning or pressing services
- ▣ Excess baggage fees (i.e. more than one checked bag, unless the excess baggage is required to support a valid business purpose)
- ▣ Expenses for normal daily commutes (including, but not limited to, bus passes, taxi fare, gas)
- ▣ Expenses that would traditionally be paid by invoice
- ▣ Movies, health club, spas, steam bath, and athletic facilities
- ▣ Personal entertainment (e.g. hotel room movies)
- ▣ Personal items (cigarettes, aspirin, shampoo, razors, cosmetics, etc.)
- ▣ Personal, non-business-related newspapers, magazines and books
- ▣ Personal parking, traffic tickets, and towing/impound charges on personal or rental cars
- ▣ Personal property insurance
- ▣ Shoe shine
- ▣ Supplemental airline and other travel insurance
- ▣ Theft of personal property
- ▣ Toiletries