



OHIO SECTION AWWA

Memorandum

To: Council/Committee Chairs, Committee Members, Others traveling who plan on requesting OAWWA reimbursement for their travel expenses.

From: Robert Gardner, Treasurer OAWWA

Date: November, 2007

Re: Treasurer's guidance and opinion on volunteer OAWWA travel expenses (Based upon Association's Travel Policy)

Travel related expense reimbursement for volunteers is a business topic that is under the review of the Governing Board. While the OAWWA does not have a written policy, the following guidelines are in place at this time.

Volunteers (OAWWA committee members, council members, various team members) who have budgeted funds within the OAWWA budget for travel expenses and who are approved for travel by the Governing Board may be reimbursed for actual and reasonable travel expenses up to the approved budgetary amount. An overriding principle of the AWWA which covers the OAWWA also, is the request that volunteers minimize, within reason the expenses incurred during travel.

Before submitting expenses to OAWWA, volunteers should request that their employer cover travel related costs. Travel expenses which an employer does not cover may be submitted to OAWWA for reimbursement. Total travel to and from a location are reimbursable up to the lower of the cost of airfare or automobile travel.

When submitting a reimbursement forms, please provide original line item receipts. Receipts should be for OAWWA volunteers only. Please do not submit receipts for family members or other traveling with you as these expenses are not considered reimbursable expenses unless there is prior approval by the Governing Board.

With the above thoughts in mind please enjoy you travel. I encourage anyone who is traveling as an OAWWA volunteer to call me before your travel if you have any travel related questions or circumstances that you would like to discuss as far as reimbursement is concerned. I can be reached at 614.901-6776 M-F 7:30am to 4 pm.

Thanks.

AMERICAN WATER WORKS ASSOCIATION