

NASW/Texas “Critical Issue Advisory” (CIA) Travel Procedures

THANK YOU SO MUCH for agreeing to serve on an NASW/Texas Critical Issue Advisory (CIA) committee! Your expertise and efforts are invaluable to us. Without you, NASW/Texas could not begin to fulfill its mission, vision, objectives, goals, or strategic plan! **THANK YOU!**

As you begin planning for the face-to-face meeting in Austin of the CIA, **please remember:** NASW/Texas has limited resources for travel by volunteer leaders. All fifteen (15) Critical Issue Advisories have one, single pool of money to share for the entire fiscal year. The NASW/Texas budget allocates enough funds for no more than 5 members of each CIA to travel to Austin for one meeting. CIA members must be NASW/Texas members and provide expertise and guidance on the appropriate subject matter.

One member of the NASW/Texas Chapter Professional Staff (Vicki or Carol) will **serve as a liaison** to each CIA and can provide policy guidance. Travel reimbursement and other logistical questions should be directed to **Virginia Colombo, Office Manager**, at vcolombo@naswtx.org or 512-474-1454. Any additional meeting expenses must be approved in advance by the NASW/Texas Treasurer of the Board of Directors (or Chapter Staff may serve in lieu of the Treasurer).

NASW/Texas Volunteer Travel Procedures

As a general rule, the expectation is that you will choose the least expensive method of travel and will minimize travel expenses wherever possible (ie: if you fly, take the shuttle to/from the airport as opposed to a taxi or rental car). The chapter **does not** reimburse for food expenses related to traveling to and from meetings. The Treasurer of the NASW/Texas Board of Directors has the final discretion in authorization of travel plans and reimbursements.

There are three avenues of travel that will get you to NASW/Texas meetings: 1. Travel by air; 2. Drive your own vehicle; or 3. Drive a rental car. The following are the policies and procedures for each:

1. Airline Information:

To arrange for flights, please contact the airline directly. These arrangements should be made **no later than 14 days in advance** in order to receive the best possible rates. We ask that you place this expense on your personal credit card and NASW/Texas will reimburse you. If you prefer not to use your credit card, please contact Virginia Colombo. **Here are some simple rules to follow:**

- Reimbursement for air travel to authorized meetings shall be made at the lowest available rate at the time of purchase. Travel should be planned far enough in advance to qualify for discounted, non-refundable airline tickets whenever possible. Airfare will be **coach**, at the lowest available fare. Advance purchase tickets usually may not be changed. If your plans for travel do not allow the use of advanced purchase tickets, please

contact Virginia Colombo at the Chapter Office. **Authorization from the Board Treasurer is required to be reimbursed for tickets not purchased in advance.**

- Ground transportation to authorized meetings will be reimbursed **only if** a courtesy shuttle is not provided. Ground transportation will be reimbursed at the established rate for taxis. Receipts are required. Automobile rental will be reimbursed only when the cost of renting a car is less than the taxi fare. Airport parking will be reimbursed upon the submission of receipts.

2. Drive (Your own vehicle):

If you choose to drive your own vehicle the association will reimburse you @ **\$.35 per mile**. You will not be reimbursed for more than the cost of the lowest published advance purchase airline rate.

3. Drive (Rental car):

You may rent a car as long as the cost is no higher than mileage reimbursement while driving your own vehicle. Car rental will be at the lowest available rate. Any upgrades or add-on expenses will be bourn by the volunteer.

Accommodations:

If reasonably possible, please plan to travel to/from the event on the day of the event. The cost of a hotel room or other accommodations will not be reimbursed without prior approval. If your flight schedule or other travel plans require that you stay over a night, please contact Virginia Colombo at the Chapter Office to make arrangements. NASW/Texas has contracted rates with particular hotels. NASW/Texas will not reimburse in excess of the lowest available contracted rate for hotel accommodations. A general rule of thumb is: If your travel time (each way) is 3 hours or less, you are expected to arrive and return in the same day.

Reimbursement:

Submit the attached Volunteer Travel Expense Form to the Chapter Office within 45 days of the meeting. Expenditures by persons made without the approval of the NASW/Texas Treasurer of the Board of Directors or Chapter Staff are the liability of that person. Reimbursement requests shall require a legible receipt indicating day of transaction, vendor, items or service, cost center and approval of chair.

Checks: Checks are written on the 15th and the last day of the month. If you have an item that needs to be reimbursed, please have it in no later than the 13th or the 28th of the month. **If you require immediate reimbursement, please call Virginia Colombo and let her know – this will allow us to expedite your check.**

Volunteer Travel Expense Form

National Association of Social Workers/Texas Chapter
810 W. 11th Street
Austin, Texas 78701-2010
512-474-1454 800-888-6279
512-474-1455 naswtex@naswtx.org

Name: _____

Street: _____

City: _____ State _____

Zip _____

Name of meeting: _____ Your
position: _____

Place: _____

Date: _____

<u>Expenses</u>	<u>Reimbursement Requested</u>
1. Travel (attach receipts)	
Personal Auto (number of miles x \$.35)	\$ _____
Ground Transportation (parking, cab, etc)	\$ _____
Air travel	\$ _____
Car Rental	\$ _____
Total Expenses	\$ _____
Donated to Chapter	\$ _____
Total Due NASW/Texas (attach check)	\$ _____
Total Due Volunteer	\$ _____

Date submitted: _____

Signature: _____

Date approved: _____ Approved
by: _____

GL Account #: _____ Job #: _____

We regret that we are unable to reimburse for meals association with your travel.