

ORWA Travel Policy for In-Service and NRWA Conferences

Draft - 4/7/2021

ORWA staff persons who normally use their personal vehicles for ORWA work may use their personal vehicles for any out-state trip to attend In-Service or NRWA Conferences. However, the maximum amount ORWA will reimburse the employee for any such trip will be the lower dollar amount of either:

- The “Travel Basis Cost” (TBC) which shall be a dollar cost equal to the normal airfare priced at least (1) month prior to the event; one (1) checked bag cost (if applicable to airline normally traveled) to and from the destination, “budget” level, on-site airport parking, mileage to and from the airport; (if employee normally drives a personal vehicle ... not applicable if a company vehicle is used), and the cost of ground transportation to the host hotel from the destination airport and return to the same airport at the location of the conference or in-service training event. Cost estimates must be pre-approved by the ORWA Executive Director.
- OR an amount equal to the mileage payment for actual miles traveled to and from the meeting, plus tolls, parking costs at the host hotel during sanctioned work related events, etc. Standard government mileage rate to be in effect.

Notes:

1. Normal airfare cost allowed will be determined by using standard on-line travel service and is subject to approval by ORWA’s Executive Director.
2. When traveling by airline the luggage allowance will be one (1) checked bag for two (2) days total travel and two (2) checked bags for more than two (2) days total travel. ORWA will reimburse the cost associated with the allowed luggage. All luggage must conform to the airline’s guidelines on weight and size. Fees for luggage in excess of size or weight limits will not be approved for reimbursement. An employee may travel with as much luggage as they choose however only charges for allowed luggage will be reimbursed.
3. Any car rental charges, expected to be reimbursed using ORWA funds, must be pre-approved by the ORWA Executive Director.
4. Only paid employees, or board members of ORWA will be allowed to travel in ORWA vehicles to out-state In-Service or NRWA events. Exceptions to this MAY be approved by the Executive Director at their discretion.
5. Only ground transportation to the host hotel from the destination airport and return to the same airport is reimbursable unless approved by the Executive Director. All other paid transportation while at NRWA events must be paid for by the employee.

Example 1: from Athens, Ohio to Grand Rapids, Michigan

Flying

2-way flight: **\$304**

Luggage to & from: **\$60** (\$30 x 2)

Mileage (156) to & from the airport: **\$88**

Parking: **\$27** (\$9 x 3)

Uber to & from hotel: **\$40** (\$20 x 2)

Estimated Total = **\$519**

Driving

Round trip mileage (796) to and from Grand Rapids: **\$446**

Parking: **\$96** (\$32 x 3)

Estimated Total = **\$542**

Maximum Reimbursement = \$519

Example 2: from Payne, Ohio to Grand Rapids, Michigan

Flying

2-way flight: **\$304**

Luggage to & from: **\$60** (\$30 x 2)

Mileage (294) to & from the airport: **\$165**

Parking: **\$27** (\$9 x 3)

Uber to & from hotel: **\$40** (\$20 x 2)

Estimated Total = **\$596**

Driving

Round trip mileage (386 miles) to and from Grand Rapids: **\$217**

Parking: **\$96** (\$32 x 3)

Estimated Total = **\$313**

Maximum Reimbursement = \$313