



## VOLUNTEER TRAVEL EXPENSE REIMBURSEMENT FORM & GUIDELINES

***Note: Meetings of boards, committees, councils and task forces held in conjunction with MPI conferences and events are not reimbursable.***

### **AIRFARE:**

Reimbursement for air travel for official business meetings will be limited to: :

- \$300 USD for travel within Canada, USA, Mexico or Europe;
- \$500 USD for travel between the U.S. and Canada or Mexico; and
- \$1,000 USD for intercontinental travel.

If pre-approved by the CFO, additional expenses up to \$500 USD may be reimbursed for domestic or international economy air travel. The pre-approvals for additional expense will be turned around within 24 hours during the business week by sending to [volunteerreimbursement@mpiweb.org](mailto:volunteerreimbursement@mpiweb.org).

The cost of upgrades is not reimbursable. Charges for airfare ticket changes for penalty-imposed tickets are not reimbursable unless authorized.

If pre-approved by the CFO, expenses for travel by rail will be reimbursed (provided that it is the most economical means of transportation).

Additional travel not in connection with the purpose of the meeting will not be reimbursed, unless authorized in advance.

Committee members should in all cases coordinate their travel to meetings through their management advisor prior to making any individual reservations where reimbursement is expected or assumed.

### **HOTEL:**

Every effort will be made by MPI management to negotiate the best available (or complimentary) hotel accommodations for its international volunteer leaders. Hotel accommodations are reimbursed at a rate that does not exceed the predetermined rate negotiated by management when a particular hotel has been contracted or is hosting the meeting. Additional hotel accommodations (for extended stay) are reimbursable provided the attendee gains pre-approval of cost savings by airfare discounts due to scheduling arrival/departure at different times than that of the set meeting. Documentation should be attached to a reimbursement request.

If pre-approved by management advisor, expenses for one additional night's lodging will be reimbursed for international volunteer leaders who must travel excessive distances.

MPI management will arrange for meeting space and group meals, which will be paid via the appropriate board, committee, council or task force.

### **INCIDENTAL EXPENSES:**

The following expenses are not reimbursable:

- Food and beverages, other than group meals that are part of the meeting;
- Car rental (unless it is the most economical means of transportation to the meeting site);
- Extraneous limousine service;
- Parking;
- Conference registration fees;
- Personal telephone calls;
- Laundry/dry cleaning services;
- Fees for recreational or health facilities such as spa, fitness center, golf course, etc.;
- Fees for in-room movies, mini-bar, video games and high-speed internet use; and
- Other incidental expenses (unless approved in advance by the management advisor).