

## **SOCIETY POLICY**

### **TRAVEL EXPENSE CONTRIBUTION**

#### **I. PREFACE**

- A. By-Law B4.4.6 states, "All payments for expenditures shall be made by the office of the Chief Financial Officer upon proper authorization, in accordance with the budget adopted by the Board of Governors."
- B. This Society Policy applies to categories of volunteer travel that may either be ASME business specific, related to ASME internal administration, or where ASME has a relationship with an outside entity.
- C. As a learned technical society, ASME expects that members who participate in the activities of the Society will normally be responsible for the expenses that they incur as part of their participation. In return, member participation contributes strongly to the professional growth of the engineer. Employers of ASME members benefit greatly by the professional growth of their employees. Because of these benefits to both employer and employee, it is expected that the member will be able to obtain travel costs from his or her employer, his or her own funds, or from other sources.
- D. This Society Policy permits travel contribution for volunteers to those units where funding is available in the budget.
- E. ASME has developed this Society Policy to take care of those cases related to certain specific activities of the Society for which the member is not able to obtain funding for travel from his or her employer or other sources.

#### **II. PURPOSE**

- A. To explain the budget and expense contribution relationship.
- B. To list the limits of expense contributions.
- C. To establish the rules of qualification for an expense contribution.
- D. To list the eligibility for travel expense contributions.

#### **III. POLICY**

- A. The budget and expense contribution relationship.
  - 1. Funding for travel expense contribution shall be included in the annual budget of the Society. In selecting the timing and location of meetings, consideration shall be given to the travel cost to ASME, the travel cost to the member or his or her employer, and the time away from home required of the member. Meetings which can be scheduled to take advantage of low air

travel rates shall be encouraged. In addition, persons traveling to meetings are encouraged to find the least expensive practical means of travel, where alternative fares are available. Large discount fares with penalties are also encouraged where the probability of cancellation is low. Penalties for cancellation will be paid where authorized by the unit leader.

2. Control of travel expense to ASME under this Society Policy is achieved by careful attention to the budget. During the preparation of the budget, each unit requests a certain amount of travel support for the activities under its control. A request for travel funds for a unit which does not report to a Sector Board should be prepared by that unit and sent to the Committee on Finance before the date on which, according to the budget preparation calendar, budget requests are due from the Sector Board. When the budget is approved by the Board of Governors, ASME travel support for the specific unit activities is established for that budget year.
3. Transfer of travel funds in the budget.

Under rules specified by the Committee on Finance, each Sector Board may authorize transfer of travel funds in its budget from one travel line item to another travel line item.

Subsequent to budget approval by the Board of Governors, Senior Vice Presidents may allow for travel support for new or expanded activities, provided that there is no change to total budgeted travel support for the Sector.

B. Basis for travel expense contribution.

1. Transportation.
  - a. Travel by air: Large discount fares with penalties are encouraged where the probability of cancellation is low. Penalties for cancellation will be paid where authorized by the unit leader. Otherwise, round-trip coach, should be utilized if available. When traveling internationally while working under United States government contract, a United States-flag air carrier should be used when practical. Airfares will be reimbursed. Local fares between the airport and the meeting site will be reimbursed.
  - b. Travel by public ground transportation: Round-trip rail and/or bus fare will be reimbursed. Local fares between the transportation terminal and the meeting site will be reimbursed.
  - c. Travel by private automobile: The mileage reimbursement rate for travel by private automobile is in accordance with United States Internal Revenue Service Guidelines, plus tolls and parking. Under non-emergency travel conditions, round-trips by private automobile

shall not exceed 1600 kilometers or 1000 miles, unless it can be shown to be the most economical means of travel.

- d. Travel by rental car: To be reimbursed at the same rate as for travel by private automobile. However, full costs may be included if no other transportation means are available. Car pooling should be encouraged.

2. Other expenses.

Actual reasonable subsistence and hotel room expenses, not exceeding \$175 per day except as noted below, for each day or major part of a day at the meeting or on official Society business. Approval may be given for additional days if this results in an overall reduction in travel contribution.

If the reimbursement schedule of the location is equal to or greater than the ten-city index rate as stated in the "United States Government GSA Rates" (which includes international locations) the maximum ASME contribution would be \$250 per day.

The ten-city index rate shall be determined annually at the beginning of each fiscal year by the ASME Finance Department, based upon the "United States Government GSA Rates" (which includes international locations). The ten cities will be selected from among recent and future sites for the Congress.

- C. Rules for paying a travel expense contribution.

1. A travel expense contribution may be paid by ASME under the following conditions:
  - a. The person is not able to obtain funding elsewhere.
  - b. The person is among those eligible to receive a travel expense contribution because the activity he/she has completed is a budgeted activity.
  - c. A request for a travel expense contribution is submitted on an official ASME form and in accordance with the rules related to that form.
  - d. The travel expense contribution request form is approved by a member of the ASME staff authorized to approve it.
  - e. The travel expense contribution form must be filed within 90 days of the completion of the activity. If the activity occurs at or near the end of the fiscal year, the volunteer must notify their staff support before the end of the fiscal year they intend to file a report so that the staff member can file an accrual for the expense.

2. Every effort will be made to keep the unit and those eligible for travel contribution apprised of the status and availability of travel contribution funds for that activity for that period. Travel contributions cannot be made after the unit and those eligible have been notified that the travel budget has been committed and or expended. All persons at the meeting in question shall be considered on the same basis, with the date the expense report is submitted not being a factor.

D. Eligibility for travel expense contribution.

Persons participating in the types of activities described as follows may be eligible to receive a travel expense contribution whenever travel funds are available in the budget. The budget will be the deciding factor in determining what activities have funding; each unit is encouraged to keep a list of desired activities to budget travel contribution in its Operation Guide.

1. Board of Governors meetings, retreat and indoctrination meetings as determined by the President and available in the budget.  
  
Guests who are specially invited by the President or by the Board to attend a meeting of the Board of Governors, except guests representing a unit of ASME, who shall be eligible for travel expense contribution from the travel budget of the represented unit.
2. Meetings of the Standing Committees of the Board of Governors, as defined in the Society By-Laws as determined by the Board of Governors as available in the budget.
3. Other travel authorized by the President or the Board of Governors.
4. All Sector Meetings as determined by the appropriate Senior Vice President as available in the budget.
5. ASME representatives to the Accreditation Board for Engineering and Technology to attend meetings of the Accreditation Board for Engineering Technology as determined by the Public Affairs and Outreach Senior Vice President as available in the budget.
6. New members of the ASME/Accreditation Board for Engineering Technology Ad Hoc Visitors List to accompany the ASME member as an observer on one accreditation visit as determined by the Public Affairs and Outreach Senior Vice President as available in the budget.
7. Members designated by the Committee on Ethics to serve on ad hoc ethics investigations committees as determined by the Chair of the Committee on Past Presidents as available in the budget.

8. Representatives to National Council of Examiners for Engineering and Surveying and the Exam writers to National Council of Examiners for Engineering and Surveying problem writing workshop sessions as determined by the Student and Early Career Development Senior Vice President as available in the budget.
9. The representative to the National Institute for Engineering Ethics as determined by the Chair of the Committee on Past Presidents as available in the budget.
10. Nominating Committee.  
  
Voting Members, Consultants (Past Chair and Past Secretary or designee), Past President Advisors to the Nominating Committee, Alternate Members who have specific assigned duties, incoming Voting Members and Alternates of the Nominating Committee to attend organizational meetings as available in the budget.
11. Old Guard Committee.
  - a. Old Guard Committee Members to attend the meetings of the Old Guard Committee as available in the budget.
  - b. Old Guard judges, contestants and contest winners at Old Guard Contests held during the Congress as available in the budget.
12. ASME Auxiliary.  
  
Officers to attend the Board meetings of the Auxiliary as available in the budget.
13. Other organizations.  
  
Representatives or delegates to other organizations as authorized by the Board of Governors as available in the budget.

Responsibility: Committee on Finance

Adopted: May 7, 1974

Renumbered from P-2.4: March 24, 1978

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