

## Travel Policy

- TSID is to pay travel expenses for TSID officers. TSID may pay travel expenses for Local Chapter Representatives as requested per the Local Chapter Representative's Responsibility Guidelines.
- Travel to the Annual TSID Conference: TSID will pay for transportation for board officers attending board meetings at the conference in addition to parking fees.
- Flights: TSID is to pay the airline tickets purchased twenty-one (21) days in advance of event date. If ticket is purchased later than the 21-day in advance date, then the individual is to make up the difference.
- Mileage: For individuals driving, TSID is to pay the lesser of the 21-day in advance airline ticket or the cost of mileage at the prevailing state mileage rate. If the individual is traveling between towns that air travel is unreasonable or unavailable, mileage is to be paid. (e.g. Corpus Christi to Austin).
- Lodging Expenses (excluding conference): TSID is to pay for any hotel costs involved that have been approved by motions. TSID is to pay for board officers to stay in a hotel the night before or after a meeting if the officer is unable to fly in or out on the day of a meeting because of flight schedules. TSID is to reimburse the cost of a standard hotel room. When making reservations, it is the officer's responsibility to provide the hotel with a tax-exempt form. Any officer who is intending to stay in a hotel must inform the Treasurer fourteen (14) days prior to the arrival date. If two or more board officers are requiring hotel accommodations, they may be asked to share rooms. If the officers choose not to share rooms, then TSID is to pay only a portion of the room.
- Meals: Meals are not to be paid by TSID.
- Parking: Parking expenses are to be paid by TSID.

### DOCUMENT HISTORY

- Established 09/1995
- Revised 01/2001