

WAQTC Travel Policy



General

WAQTC, seeking to use taxpayer funding responsibly, has developed this travel policy based on U.S. Government Services Administration (GSA) regulations. Reimbursements are limited by the consultant contract with the administrating agency.

Travelers are expected to comply with their agency rules and this policy. Exceptions must be approved by the Executive Board Chair and the Treasurer.

This policy defines reimbursement of travel expenses for WAQTC Executive Board and Qualification Advisory Committee (QAC) members. The Executive Board Chair issues invitations to WAQTC meetings with travel details. Other approved travel (e.g., AASHTO Committee on Materials and Pavement (COMP) Annual meeting) are reimbursed for members representing WAQTC.

Mileage

Mileage for use of personal vehicles is reimbursed at the contract unit price for trips to and from the traveler's home or home base and the meeting location, departing airport, or two round trips to the airport if being dropped off and picked up.

Documentation

Copy of route from Google Maps or equivalent for mileage (over 30 miles) for the most economical, usually traveled route.

Meals and Incidental Expenses (M&IE)

Meals and Incidental Expenses (M&IE) will be reimbursed at the rate as listed on the invitation based on GSA per diem for the meeting location. M&IE is reimbursed at $\frac{3}{4}$ of full M&IE for initial and final travel days.

Complimentary Meals – Complimentary meals of a hotel, motel, or association, and meals included in the registration cost are deducted from the total daily meal allowance. Complimentary meals provided on airlines and continental breakfasts will not reduce the meal allowance. To determine the value of complimentary meals refer to [GSA M&IE breakdown](#).

Receipts for meals and incidental expenses are not required.

Ground Transportation

Taxi, ridesharing, bus, and other ground transportation will be reimbursed for travel to and from meetings; personal use, (e.g., transportation to restaurants) is not reimbursable.

Gratuities/Tips for ground transportation (taxi/shuttle/rideshare) will be reimbursed up to the greater of \$5 or 18 percent for each ride. Gratuities/Tips must be shown on receipt.

Documentation

Receipt for each item.

Parking Expense

Airport parking reimbursement is limited to the long-term parking rate at the airport the traveler is departing from for approved days of travel. Parking at a long-term lot near the airport will be reimbursed at actual costs up to amount of the departing airport long-term parking.

Parking at motel/hotel is limited to approved days of travel.

It is encouraged to use taxi, carsharing, or other ground transportation to and from the airport if that is less expensive than parking at the airport especially for longer duration trips.

Documentation

Receipt for each item.

Airfare and Baggage

Actual cost of airfare and baggage fees will be reimbursed up to the contract unit price. If there is a possibility airfare will exceed the contract unit price, the WAQTC consultant and Executive Board Chair must be contacted before purchasing the ticket. Full reimbursement of the ticket price over the contract unit price requires a modification to the consultant contract in advance of ticket purchase.

Consider the following when purchasing a ticket:

- Make reservations at least 21 days in advance to qualify for discount fares.
- Plan to fly during off-peak times of the week when possible. Travelers may stay at their destination over a weekend if it reduces the total cost of the trip (i.e., the ticket savings is greater than the cost of lodging and M&IE) when approved by the WAQTC Executive Board Chair.

Rates

Travelers should book the lowest airfare (including baggage fees) whenever possible. Consider the following types of fares in order to maximize savings:

- Travel by coach-class/economy service.
- Non-refundable fares: consider these fares if the trip dates/times are fixed and there is a low probability of a change in plans. Frequent travelers should always consider non-refundable fares since there is a high probability the unused funds will be used for future travel within the expiration period.
- Refundable fares: a refundable ticket may be the best option if plans are likely to change.
- Flights: travelers should take a connecting flight if the fare saves \$200 or more and adds less than 3 hours to the flight time.

Documentation

Receipts for airfare and baggage fees.

Lodging

Travelers should stay at the motel/hotel listed on the WAQTC meeting invitation. Lodging will be reimbursed at the rate listed on the invitation plus taxes and resort fees. Lodging at another motel/hotel will be reimbursed at actual costs up to the amount charged by the motel/hotel listed on the invitation.

Documentation

A receipt from the motel/hotel must accompany each request for reimbursement.

Alternate Travel Options

Additional days/nights

Additional lodging, M&IE, airport parking, etc. will be reimbursed to accommodate flights and meeting schedule when pre-approved by the Executive Board Chair.

Documentation

Copy of request and approval and other required documentation for additional days/nights.

Personal time before or after traveling on official WAQTC business:

The traveler may opt to include personal time before or after official WAQTC business. The traveler must document the price of the fare if traveling for business only and the fare with the personal portion added. Reimbursement will be for the lower of the two fares.

- Lodging and long-term parking reimbursement is for the approved travel days only.
- M&IE will begin and end on the day of the approved travel days.

Documentation:

A copy of the cost of airfare as it would have been for approved travel days must be attached to the reimbursement request.

Alternate forms of travel

If the traveler chooses an alternate form of travel (e.g., driving a privately-owned vehicle) a travel comparison form documenting the cost of the alternate transportation and the cost of flying must be submitted for pre-approval to the Executive Board Chair. Reimbursement will be for the most cost-effective mode of travel. The comparison form is available from the WAQTC consultant upon request.

The comparison form must show the total cost of the alternate trip and the total cost of flying. The cost of the alternate trip includes the mileage at the contract unit price, additional lodging, ground transportation, motel/hotel parking, and M&IE. The cost of flying is the lowest airfare within 30 calendar days before the departure date, round trip mileage to the airport, airport parking at the current long-term parking rate, and the cost of ground transportation.

Documentation

Completed comparison form with:

- Copy of route from Google Maps or equivalent for mileage for the most economical, usually traveled route.
- Airfare listings from Google or equivalent.
- Explanation of other cost assumptions.

Travel Reimbursement Procedure and Documentation

The traveler must submit a completed WAQTC Travel Voucher with required documentation to the WAQTC consultant for travel reimbursement.