

# GBTA Board Travel Policy

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The purpose of the GBTA Board Travel & Expense Policy is to outline the rules and processes around all aspects of Board business travel and expenses. This policy applies to all Board members regardless of membership type.

## GENERAL TRAVEL & EXPENSE POLICY

Board members must follow the GBTA Employee (Executive) Travel and Expense Policy, recognizing some travel restrictions may exist and pre-approvals may be required.

All Board member travel expenses are reimbursed on the basis of specific claims submitted via the GBTA Concur Expense System. All expenses must be submitted within 30 days after the meeting. Original itemized receipts must accompany expense reports. Board expenses will be reviewed and approved by the GBTA Board President and GBTA CFO.

GBTA uses the current US Government per diem schedules for food/lodging as benchmarking for location specific city costs. Other government per diem sites may also be used.

Domestic travel should be economy/coach class, with the exception of flights over 4 hours which may be booked in premium economy. Any class of service purchased above economy (or premium economy, if allowable) will be at the director's own expense. (Documentation must be provided as to the fare difference.)

Business Class is permitted for international flights over 5 hours.

A ticket issued for GBTA related business trip may not be downgraded for the purpose of purchasing/financing an additional ticket for third parties (e.g., spouses, children, partners. Spouse or other travel companion travel expenses are not reimbursable.

Air and rail tickets should not be booked using the GBTA Team's online booking tool or TMC. Rather, if a board member's company will not cover the cost, they should find the most competitive fare through B2C or direct-to-supplier channels and expense the cost through the GBTA Team's expense system.

## GBTA BOARD MEETINGS - TRAVEL AND MEALS

GBTA Board travel will be fully reimbursed for all Board in-person meetings (transportation, room and tax, and meals only) with the exception of the annual GBTA Convention. ***Board members are encouraged to first seek reimbursement from their employer organizations whenever possible.***

GBTA will provide accommodation the night before or the night of the Board meeting. Additional nights will only be reimbursed if an extra night's stay is required to lower airfare or should auxiliary meetings be scheduled. (Please note that the total cost of trip must be considered when calculating an additional hotel night for a lower priced airfare. The total cost should include hotel, meals, parking, etc.).

GBTA will generally host a group Board dinner, continental breakfast, and lunch for in-person meetings. Other meals will be reimbursed when staying for additional meetings but must be pre-approved by the GBTA president.

If GBTA leadership (President and Vice President) are required to travel to industry meetings on behalf of GBTA, these expenses will be covered by either the company/group sponsoring the meeting or GBTA.

### **GBTA CONVENTION AND REGIONAL MEETINGS – TRAVEL AND REGISTRATION FEES**

Travel (transportation, room and tax, and meals) to the annual Convention will be at Board member's expense. Travel expenses to other global or regional GBTA conferences will only be reimbursed if the Board member is traveling in an official capacity for the conference and requires pre-approval from the President to attend.

Registration fees for GBTA Convention global or regional conferences will be at 50% of the early bird registration rates.

Spouse, partner, or other guest registration fees are not discounted/covered for Convention, or for other GBTA events, conferences, dinners, and activities.