

GBTA Board Travel Policy

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 & EXPENSES

Board members (considered as officers), must follow the GBTA Employee 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. (For situations where Concur is not accessible, the attached excel template may also be used.)

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.

Spouse or guest travel expenses are not reimbursable.

GBTA BOARD MEETING TRAVEL

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 accommodations the night before or 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 preapproved by GBTA leadership.

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

GBTA CONVENTION AND 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 written pre-approval from the President and CEO to attend.

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