

## **Section 7: Travel and Expense Reimbursement**

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## Reimbursement for Expenses

Officers and Directors serve without compensation; however, they are reimbursed for the reasonable and legitimate expenses incurred in the discharge of official duties. Annually, there is an amount of money budgeted for each Division's expenses for that year. The Administration and Finance Committee as part of the annual organization planning process determines this amount. Requests for changes to these annual budgets should be made, in writing, to the Administration and Finance Committee including the reason and rationale for a change to the budgeted amount. The A&F Committee must approve any spending throughout a particular year in excess of the budgeted amount.

These funds are available primarily to cover travel expenses to conventions, hamfests and club meetings within the Division while representing the organization and routine Division administrative expenses such as postage, phone calls and the like. The Director submits itemized bills to HQ and is given prompt reimbursement. Advances are available for larger expenses. An outline of "the ARRL Travel Policy" follows.

Reimbursement of expenses (both travel and administrative expenses) is done through the use of the electronic spreadsheet based forms provided by HQ each year. While not required, Directors and staff are strongly encouraged to use these forms for ease of processing and accuracy.

The normal and reasonable cost of Directors' travel to qualifying events, subject to limitations noted in the Travel Policy below, (Section 7.2) will be reimbursed. In addition, Directors may delegate to the Vice Director the right to attend meetings, conventions and hamfests from time to time, with reimbursement of expenses to be paid from the Division allotment. On rare occasion, an Assistant Director may attend an important event and the costs of which will be reimbursed, where the Director and Vice Director are unable to attend, and the cost of so doing is less than what would have been incurred by the Director or Vice Director. However, this is justified only by exceptional circumstances.

Travel to meetings of the Board of Directors and meetings of a Standing Committee of which they are a member, is reimbursed from a general account and is not charged against the Division appropriation. A Director may charge to, and be reimbursed from, his Division budget for the travel expenses incurred for the Director's attendance to one Standing Committee meeting of which he is not a member once per budget year.

## ARRL Travel Policy

**Purpose:** The purpose of this ARRL Travel Policy is to provide guidance to travelers who are eligible and wish to claim reimbursement for travel expenses incurred while on League business. Those eligible include ARRL Officers, Directors, Vice Directors, Section Managers, Section Staff Appointees, Technical Advisors, NTS Officials, QSL Bureau personnel and HQ staff.

**Action:** This policy is a restatement of a policy adopted by the ARRL Board at its July 1972 meeting (Minute 11). It became effective upon adoption by the Board at its 1987 Annual Meeting (Minute 54) and has been amended from time to time.

### **Authorization for Reimbursement:**

Officers -- The President is granted authority to make travel commitments for himself/herself, ARRL Vice Presidents, Secretary, Treasurer and the General Counsel. All travel by Officers to club meetings, hamfests, convention, and similar events where the primary purpose is membership contact shall be coordinated and authorized by the President.

Directors -- Travel within their own Division is at the discretion of each Director. Travel to neighboring Divisions on official ARRL business shall be coordinated with advance notification to the Director of the Division being visited. Division budgets may be used for travel on official ARRL business to the Dayton Hamvention, extending stays at headquarters and making an additional trip annually to Headquarters for those Directors serving on committees that do not hold four meetings a year there.

Vice Directors -- Travel within the Division shall be at the approval of the Director. The Director and the President in exceptional situations may approve travel to adjacent Divisions, usually when the Vice Director is traveling in lieu of and as the personal representative of his Director.

Directors and Vice Directors Attendance at Committee Meetings -- A Director may charge to, and be reimbursed from, his Division budget for the travel expenses incurred for the Director's attendance to one Standing Committee meeting of which he is not a member once per budget year. Attendance at other committee meetings as a non-committee member Board Guest may be charged to the committee budget only if such attendance is requested and approved by the respective committee chair in writing prior to the meeting.

Assistant Directors -- On rare occasion, when a Director or Vice Director normally would represent the League at an event, but neither is able to do so, the Director may authorize the attendance, at League expense, of an Assistant Director as long as the cost thus incurred does not exceed that of the Director or Vice Director attending the event. There is no provision for League funding of travel by Assistant Directors for other purposes, such as Division cabinet meetings.

Field Organization -- Travel by the Section manager and Section-level appointees is conducted in accordance with guidelines established by the Membership & Volunteer

Programs Department, and always within the annual expense budget for each Section. This expense allocation is arrived at based on the number of members in the Section, and the population density (the more sparsely populated Sections receiving more per member). The Section Manager is responsible for approving all travel by himself and his appointees, and for remaining within the annual allocation.

Technical Advisors -- Technical Advisors are sometimes invited to make technical presentations at conventions, hamfests, and affiliated club meetings. To be reimbursable, the appearance must be approved in advance by the Convention and Hamfest Coordinator at HQ.

QSL Bureau Personnel -- Incoming QSL bureaus are permitted to send one person per year to a major convention or hamfest in the call area they serve, subject to approval, in advance, by the Membership & Volunteer Programs Manager. Approval is based upon the trip being a cost-effective way of communicating information on bureau services to its clients and potential clients, and upon the total expended for this purpose being within the amount appropriated by the Board.

Headquarters Staff -- Department Managers are authorized to make commitments for themselves and their subordinates for "business" travel, provided that travel involving contact with Federal government officials must be approved in advance by the President, who must also be advised in advance of travel to the Washington, DC, vicinity.

Member contact travel (i.e., travel to conventions, hamfests and club meetings, as well as travel to events of general public interest designed to promote facets of Amateur Radio), is coordinated by, and subject to the advance approval of, the Convention and Hamfest Coordinator. In addition, any member contact travel is subject to advance approval by the Division Director concerned. (See Standing Order No. 132.) This approval is sometimes provided on a blanket basis, on the understanding that the Director is to be notified in advance of such travel. Member contact travel by more than one member of the ARRL staff at ARRL expense must be approved in advance by the President and those staff members shall only attend with the prior consent of the Division Director; see Standing Order 96-3.66. Staff may not commit to any Member Contact travel independently without coordinating with the appropriate person in Membership & Volunteer Programs Department.

### **Qualifying Expenses:**

#### **Transportation:**

ARRL Volunteer Officials -- Normally, advance purchase, restricted fare "coach" class accommodations should be utilized when traveling by air. The President if practical will approve exceptions to this policy in advance.

If travel is by personal vehicle, the travel will be reimbursed at the then current rate per mile approved by the IRS. Reimbursement in this case will not exceed the normal and reasonable cost of airfare to the qualifying event or destination. Travelers are also strongly urged to investigate the cost of renting a vehicle for trips involving driving as this may be less than the overall mileage reimbursement.

International Travel: -- for trips that include international flights (not including travel between the US and Canada, or between the US mainland and Alaska or Hawaii) of six or more hours' duration, the use of Business Class as well as Coach accommodations is authorized with the approval of the President and the expense therefore will be reimbursed. (Minute 11; 7/18/91 A&F Meeting)

ARRL Employees -- While distance involved is a factor, for a trip of any length, the quickest means of travel is usually by air. This is generally less expensive and saves personnel time. Normally, the traveler is expected to use advance purchase, restricted fare "coach" class accommodations. The appropriate staff officer responsible must approve exceptions to this policy in advance. If used, the traveler will pay any difference between "first class" and coach class accommodations.

Travel by automobile, at the option of the traveler, is permissible under certain circumstances. One, obviously, is where air or rail schedules are inadequate. Another is where the traveler has a collection of equipment to carry with him and a baggage problem exists. These normally will be short-distance trips -- e.g., within the New England and Hudson Divisions, and possibly portions of the Atlantic Division.

On a longer trip, an individual may elect to use his automobile, purely as a personal convenience, providing that the cost to the League both in transportation reimbursement and loss of time does not exceed the comparable cost of air or rail travel for which it is substituted. This paragraph is not intended to discourage a combined League trip and vacation, but only to set up a dividing line between the two. The use of a personal automobile on an extended trip must be authorized in advance by the Chief Executive Officer.

**Reimbursement:** Reimbursement will be made for all reasonable out-of-pocket expenditures necessary for the trip. Personal items, of course, are not chargeable.

In no case shall the private-vehicle travel expense plus meals, and lodging costs exceed the round-trip "coach class air transportation on trips where the traveler has the option of flying versus driving.

No expenses are reimbursable for attendance at an Amateur Radio gathering if the attendance was in whole, or in part, for the purpose of personal gain.

The following guidelines are established in order to insure that all League official business travel is in accordance with various IRS Rules and Regulations. They apply to Officers, Directors, Vice Directors, employees and all other officials traveling on official League business.

1. Travel and lodging expenses will be reimbursed for the day preceding the meeting, days of meeting, and the day following official meetings. Other times will be considered personal and will be billed to the traveler.
2. Except under unusual circumstances, room service will not be reimbursed.
3. Expenses of spouses accompanying the traveler will not be reimbursed or charged to the League unless the spouse is actively involved with the meeting. Room rate

differentials and meals for spouses should be identified on Travel Expense Reimbursement Forms as personal and deducted from amounts requested for reimbursement. Transportation expenses of spouses are not reimbursable.

ARRL welcomes and encourages participation by members with physical disabilities, and, wherever necessary to permit participation by its officials will hold committee and Board meetings in locations that are handicapped accessible. Extraordinary expenses associated with such travel and participation shall be the responsibility of the individual official.

The following statement of travel policy was adopted at the 1989 Annual Meeting, minute 41 for inclusion in the Director's Workbook and in the material sent to all candidates.

"No attempt should be made to discourage the Director from properly discharging his responsibilities to the membership simply because an election is in progress. At the same time, it must be clearly understood that a Director must take special care to avoid impropriety or the appearance of impropriety in League-related travel. If the purpose of the trip is to campaign for office, the traveler is not eligible for reimbursement for the trip from League funds. If the purpose is a legitimate appearance in his role as Director, at an ARRL forum, club meeting, or the like, the Director may receive reimbursement provided that a discussion of the election is not the purpose of the meeting. If a Director is invited to appear solely because he is a candidate, no reimbursement may be claimed."

**Entertainment:** An ARRL official or employee visiting a radio club is customarily treated as a guest; discretion should be exercised in accepting such hospitality. While entertainment expense is a common practice among businessmen when courting customers, such is not appropriate with a non-profit organization such as ARRL. Except in unusual circumstances, ARRL officials and employees should not incur entertainment expenses. Deviations will be documented with: who, what, when, where, why or the expense will not be reimbursed.

**Spouses:** Ordinarily, when a spouse of an ARRL official or employee accompanies them on a trip, there will be no reimbursement of any of their expenses. The exception is in the case of a convention, hamfest, or meeting when they actively participate, in which case, meals, lodging and registration costs are reimbursable. Hotel accommodations and meals for non-convention stops, such as club visits, are not normally chargeable for them, and necessary adjustments in hotel bills will be made. Lodging adjustments will be made on the basis of single versus double occupancy.

**Convention tickets:** Complimentary registration and admissions may be accepted if offered, but should not be solicited. Prize stubs shall not be deposited for drawing at conventions, hamfests, or club meetings so as to avoid embarrassment.

**Insurance:** The League has a travel accident policy covering ARRL officials and employees while engaged in travel on League affairs, with a maximum death benefit of \$100,000. Any additional insurance purchased by a traveler for a specific trip is at their option and expense.

**Internal Revenue Service:** Detailed records are required to support all items of reimbursement. Business purpose, date, places, participants, etc. must be documented. All ARRL officials and employees must use the ARRL Travel expense form (C100) or its

electronic equivalent when requesting travel-expense reimbursement. The Chief Financial Officer will reject all claims not submitted on that form.

**Division Administrative Expenses:** The normal and reasonable cost of expenditures that are incurred directly in carrying out the responsibilities of the Director or Vice Director will be reimbursed. This includes items such as phone calls, postage, supplies (e.g. ARRL call sign/name badges, stationery, business cards) and the like. Given the proliferation of electronic communications the organization will not reimburse the cost of printing and mailing Division newsletters. Directors are encouraged to communicate with the members through the use of e-mail, Division web pages, etc.

**Documentation:** All expenditures for lodging must be supported by a copy of the receipt attached to the expense reimbursement form. A receipt must also be submitted to support any individual expenditure exceeding \$25.

**Submission of Travel Expense Forms:** Travel Expense Forms should be completed promptly but in no case more than 90 days after incurring the expense. Expenses submitted after this timeframe may not be reimbursed

Travel Expense Forms must be approved by the following:

Officers	By the President or, on delegated authority, the CEO
Directors	By the CEO or Chief Financial Officer
Vice Directors	The Director and CEO or CFO
Section Managers	Membership & Volunteer Programs Manager
Affiliated Club Coordinators	Section Manager
Assistant Section Managers	Section Manager
Bulletin Managers	Section Manager
OO Coordinators	Section Manager
Public Info Coordinators	Section Manager
State Government Liaison	Section Manager
Section Emergency Coordinator	Section Manager
Section Traffic Managers	Section Manager
Technical Coordinators	Section Manager

Technical Advisors	Convention and Hamfest Coord.
NTS Officials	Membership & Volunteer Programs Manager
QSL Bureau Personnel	Membership & Volunteer Programs Manager
ARRL employees	Appropriate Manager responsible for the staff member involved in the travel reimbursement.

All travel expense forms will be reviewed periodically by the Administration and Finance Committee.





## Travel Expense Reimbursement Form Instructions

\*Note: The instructions correspond to the headings on the sample Travel Expense Reimbursement Form spreadsheet.

1. Enter your name and today's date at the top of the form.
2. Enter date expenses were incurred across the top of the page.
3. Paid by traveler column is to be used to record the total paid by the traveler (cash, check, and personal credit card including American Express where the traveler is responsible for payment).
4. Charged to ARRL is to be used to record those expenses that were charged directly to ARRL by Directors, Officers, and HQ Staff only. Such charges might include: (1) Air travel card use, and (2) American Express Credit Card on ARRL account. Note that hotel bills for large groups may be paid and charged directly by headquarters and then would not be reported here.
5. Total Expense is a grand total of your expenses. The amount must equal the sum of the "Paid by Traveler" and the "Charged to ARRL" columns. It must also equal the sum of the individual daily columns.
6. The amount claimed for mileage is the current applicable rate. All the traveler has to do is complete the number of auto miles driven (below) and the reimbursement will be automatically calculated by the spreadsheet.
7. Total Expenses represents a sum total of expenses incurred each day.
8. Traveled From is used to record the city and state you left from that day.
9. Traveled To is used to record the city and state you arrived in that day.
10. Hotel/Motel Name record the name of the hotel/motel in which you stayed that evening.
11. Number of Auto Miles record the number of miles you drove your personal car that day.
12. Reconciliation Box
  - a. Total Paid by Me represents the total of expenses paid by you on an out of pocket expense reimbursed basis. **DO NOT INCLUDE AMOUNTS CHARGED DIRECTLY TO ARRL.**
  - b. Less ARRL Advance if you received an advance of cash from ARRL, record the amount of the advance and subtract it from the "Total Paid by Me" to arrive at the net figure.

- c. Net Due Me if the "Total Paid by Me" exceeds the "ARRL Advance" you will be issued a check for the net due you.
  - d. Net Due ARRL if the "ARRL Advance" exceeds the "Total Due Me" please attach a check made out to ARRL for the amount due ARRL.
13. Purpose of Trip briefly outlines the purpose of the trip (e.g., club visit, division convention, etc.)
14. Meals & Entertainment Expenses Explanation Internal Revenue Services Regulations are very strict on this type of expense. Detailed records on business purpose, who, what, and where are required by the IRS. Please provide this information in this block.
15. Traveler Certification your signature is required.
16. Charge To enter the following as appropriate
  - a. Director/Vice Director -- Division name, Committee Name or BOD
  - b. Officers -- Officer expense, Committee name or BOD
  - c. HQ Staff -- as specified by CEO or CFO
  - d. Field Organization -- Section Expense
  - e. QSL Bureau, NTS Staff -- as appropriate

**Principles for charging costs of travel (where traveler participated in more than one meeting).**

**Board of Directors Meeting combined with any committee meeting:** All expenses should be charged to the Board of Directors meeting except any clearly identifiable with arriving a day early or staying over a day for a committee meeting. (Example: Chairman A&F decides to hold an A&F Committee meeting on the Thursday before a Board Meeting -- the room rate and any meals for Thursday should be charged to the A&F Committee.)

**Executive Committee Meeting combined with any other committee:** All expenses should be charged to the EC except any clearly identifiable with arriving a day early or staying a day later.

**Standing Committee meeting combined with a division, state, section, or national convention or other national event:** Expenses related to attendance at the convention or national event shall be reimbursed only to the extent permitted by other policies. For example, all Directors are permitted to attend a National Convention with the expenses charged to their Division Budgets; in the case of other conventions, only the Director of the Division in which the convention is being held and the Director of a neighboring division, if authorized by the President and with the concurrence of the host Director, may claim convention-related expenses. **For all committee members the expenses related to meeting**

**attendance, including cost of transportation and meals and lodging for the day(s) of the meeting and as necessary for travel, are chargeable to the committee budget. Standing Committee meetings combined with a convention or national event may only be scheduled for the day before or the day after, and only when committee business is expected to occupy a full day (defined as at least 6 hours).**

**Standing Committee Meeting combined with an Ad Hoc Committee meeting:  
Split the expenses 50% & 50%.**

17. Approved traveler leaves these blocks open; then forwards the form as follows:
  - a. Director -- to the CEO for administrative review/approval
  - b. Vice Director -- to his own Director, who initials the first approved box and forwards it to the CEO
  - c. Officer -- to the President, who initials the first approved box and forwards it to the CEO
  - d. HQ Staff -- to the CEO or your Department Manager
  - e. Field Organization -- to the Membership & Volunteer Programs Manager
  - f. NTS Staff -- to the Membership & Volunteer Programs Manager
  - g. QSL Bureau -- to the Membership & Volunteer Programs Manager
  - h. Committee members -- to the Committee Chairman
18. Attach receipts to the form.
19. Review the ARRL Travel Policy to ensure that all items reported are in accordance with that policy.

## **ARRL Travel Accident Policy**

The American Radio Relay League carries a world-wide travel-accident insurance policy on its Officers, including honorary Officers, all Directors, and Vice Directors, Assistant Directors, Section Managers, Asst. Section Managers, Section Emergency Coordinators, District Emergency Coordinators, QSL Bureau Managers, National Traffic System officials, Technical Advisors, Section Traffic Managers, contributing editors (QST), ARRL Foundation Officers and Directors, Affiliated Club Coordinators, Bulletin Managers, Official Observers, Public Information Officers, State Government Liaisons, and Technical Coordinators and all full-time HQ staff.

This policy covers persons while traveling specifically on League business, provided that the travel is outside the corporate limits of the town or city in which he is regularly employed or has his residence (excluding everyday travel to and from work).

Coverage is included when the insured is riding as a passenger, and not as a crew member, in any aircraft operated under the proper US authority for the purpose of carrying passengers and including US Military Air Transport Service. This coverage extends to passengers flying in aircraft operating under the authority of foreign equivalents to US authority and issued by the governmental authority having jurisdiction over scheduled airlines and private aircraft in the country of the aircraft registry.

In accordance with the schedule included in the policy form, the policy provides for payment of \$100,000 in case of death. Separately, the policy will also pay for specific losses, payment based on the policy schedule, provided such loss occurs within 100 days of the accident.

This policy does not provide for any weekly indemnity or for expenses of physicians, surgeons, hospital or nurses.

This memo should be retained among your personal papers for ready reference if the need arises. An insurance certificate describing the coverage in precise insurance-company language is available upon request.

## **Guidelines for Proper Use of Unreimbursed Expenses On Behalf Of the League as a Federal Tax Deductions**

(The League being a qualified 501(c)(3) organization)

A basic rule is that there must be an actual expenditure of money ("out of pocket" expenditures is the term used).

Reasonable amounts for all of the following are deductible: Motel/Hotel, Gasoline for the car used, Oil, Tolls, Parking, Meals (overnight trips only), Telephone calls, and any other direct costs.

The taxpayer may substitute the IRS stipulated per-mile amount for the gas and oil costs if he wishes. This amount is much less than the amount authorized for reimbursement, and does not include fixed cost of automobile ownership such as depreciation and insurance. Any other direct cost means just that -- any direct expenditure that is reasonable and necessary for the tax deductible service.

Claiming a deduction for the value of the taxpayer's time in performing a service is never permitted. A claim based on having lost wages is not permitted.

Careful records should be kept of the volunteer action that resulted in the expenses. Receipts for the expenditures must be kept, but they should not be submitted with the return.

Whether the action performed by the tax payer results in deductible expenses depends on the circumstances. There must be a benefit to the organization. Attendance at a League convention when it is required or expected can result in unreimbursed expenses and a tax deduction. However, attendance because the taxpayer wants to be there would not result in a tax deduction.

The fact that an individual holds no official office or title in the League does not mean that he cannot have deductible expenditures.

The fact that the League reimburses an individual for certain expenses on a trip does not mean that he can't claim other expenses for that trip which may not have been reimbursed. Also deductions may be claimed for expenses of trips where the League did not reimburse the individual at all. (However, the IRS might ask why the League would not reimburse him for these expenses.)

While the information above assumes the services were for the League, it applies equally well to services contributed to other qualified organizations (and, in certain circumstances, to governments).

References above are all to deductions for Federal Tax computation. State Tax regulations may be very similar or they may not.

Reasonableness is the key to success with the IRS.

Finally, this information is not intended to be tax advice. Specific questions should be asked of a tax accountant.