

VOLUNTEER TRAVEL POLICY

On occasion, the volunteer leaders of the Association are asked to travel for ALA business. These policies are designed to provide guidance and — to the most reasonable extent possible — take into account the demands that volunteers face in their jobs, their personal obligations, and travel realities that may vary depending upon an individual's home city and the meeting location. Expenses related to transportation, lodging at the meeting location, and away-from-home meals in connection with travel on ALA business will be reimbursed as indicated below as long as they fall or take place within the official travel/meeting period¹ designated in advance for each ALA leadership group meeting.

This policy applies to volunteers appointed by ALA's Board of Directors that are designated to carry out the business of the Association. Receipts must accompany reimbursement requests for individual expense items.

Certain incidental expenses are not reimbursable, including entertainment, travel agency fees, personal long-distance phone calls and other items primarily personal in nature. Charges incurred because of changes in travel (including airline travel/tickets) and hotel arrangements made on the basis of personal choice, incorrect bookings or other reasons unrelated to ALA business will be the responsibility of the individual. This includes canceling or making changes in restricted tickets, failure to cancel guaranteed hotel reservations either with ALA or directly with the hotel, and room upgrades. Exceptional circumstances will be reviewed on a case-by-case basis by the Executive Director or the President, who may authorize reasonable additional reimbursements.

Questions should be directed to the Executive Director or the President.

REIMBURSEMENT ALLOWANCES

BOARD OF DIRECTORS

In accordance with ALA's bylaws, the Board of Directors "may take action to set the time, date, and place for the holding of a regular annual meeting of the Board of Directors and additional regular meetings of the Board of Directors without other notice than such action." These meetings may be held independently, virtually or in conjunction with another ALA event and each member of the Board is expected to attend. In addition, members of the Board of Directors are expected to be present at the Association Leadership Institute, Chapter Leadership Institute and Annual Conference. Attendance at other conferences may also be expected, based on assignment by the President and Executive Director.

ALA will fund all allowable registration, travel, lodging and meal expenses related to attendance at each of these events.

CHAPTER RESOURCE TEAM

Members of the Chapter Resource Team (CRT) are expected to be present at the Association Leadership Institute, Chapter Leadership Institute and Annual Conference (when Annual Conference is held in the spring).

ALA will fund all allowable registration, travel, lodging and meal expenses related to attendance at the Association Leadership Institute for Incoming and Continuing team members.

Outgoing (when Annual Conference is held in the spring) and Continuing team members can expect complimentary registration and reimbursement of one night's lodging expenses for their attendance at Annual

¹ As a *general guideline*, the official travel/meeting period will usually begin: (a) 24 hours prior to the scheduled start of any ALA leadership group meeting that begins at or before 1 p.m. and (b) on the morning of the day of any meeting that begins after 1 p.m. ALA recognizes that convenient, or even possible, travel schedule options can vary depending on the traveler's home city and the meeting location, and at times may not fit within these general guidelines and in such cases reasonable exceptions will be granted — contact the Executive Director or the President.

Conference.

ALA will fund all allowable registration, travel, lodging and meal expenses related to attendance at the Chapter Leadership Institute.

Attendance at other conferences is optional and at the individual's expense.

STANDING COMMITTEES

Certification Committee, Diversity, Equity, Inclusion and Accessibility Committee,
Large Firm Administrators' Caucus Steering Committee, Membership Development Committee, Product and Service Review Committee,
Professional Development Advisory Committee and Standards Review Committee

All standing committees are limited to one in-person meeting per calendar year. These meetings should be scheduled to occur in conjunction with the Annual Conference (when Annual Conference is held in the spring). Exceptional circumstances will be reviewed on a case-by-case basis by the committee's Board Liaison, the Executive Director and the President, who may authorize additional or alternative arrangements.

ALA will provide one night's complimentary lodging for standing committee members to participate in committee meetings held during the Annual Conference.

CONFERENCE & RETREAT PLANNING COMMITTEES

Annual Conference Committee, Intellectual Property Conference for Legal Management Professionals Planning Committee and Large Firm Principal Administrators Retreat Planning Committee

Planning Meetings:

The Annual Conference Committee meets in person at the prior year and current year's conference. All other conference planning committees meet via electronic means. Exceptional circumstances will be reviewed on a case-by-case basis by the Executive Director and the President, who may authorize additional or alternative arrangements.

Site Visits:

Any site visit required for a given event must be approved by the Executive Director and the President. Attendance at a site visit is limited to the committee chair, local liaison and headquarters staff. ALA will fund one night's allowable lodging, travel and meal expenses for approved site visits.

Event Attendance:

Current year conference and retreat planning committee members can expect complimentary registration for their respective event (limit one event per year).

Current year conference and retreat planning committee Chairs can expect reimbursement of all allowable lodging and travel expenses.

Annual Conference Attendance:

ALA will provide one night's complimentary lodging for current year Annual Conference Committee members to participate in committee meetings held during the Annual Conference.

Incoming/following year Annual Conference Committee members will receive one night's complimentary lodging for participation in committee meetings held during the Annual Conference.

NOMINATING COMMITTEES

The Nominating Committee meets in person every fall. ALA will fund all allowable travel, lodging and meal expenses related to attendance at any nominating committee meeting.

REIMBURSEMENT EXPECTATIONS

TRAVEL EXPENSES

Airfare

In accordance with the allowances provided for below, ALA will pay or reimburse for round-trip coach airfare costs incurred in attending ALA meetings or in conducting authorized ALA business. Unless otherwise approved by the ALA President or Executive Director, travelers are required to book travel at least 45 days prior to the start of the meeting and to use the most reasonably cost-effective tickets, regardless of carrier preference. Roundtrip fares exceeding \$500 USD in base ticket cost require advance approval and must be justified as representing the lowest or best comparable fare available at the time of booking.

Covered air travel expense typically includes the most direct route to and from the meeting location. Additional air travel expense that results from delayed ticketing, use of a travel agent, booking business or first-class airfare, or booking more expensive travel solely for the purpose of using particular carriers for personal reasons will be the responsibility of the individual.

Reimbursable air travel expenses include the cost, if any, of checking one piece of luggage. The cost of checking a second bag or of paying overweight fees on checked luggage will be reimbursed only: (a) in the case of extended, continuous travel on ALA-related business covering at least six consecutive nights or (b) where, regardless of trip length, a second checked bag or additional weight is required/due to the need to transport ALA business-related materials and items. ALA does not reimburse for other types of "personal choice" or extra fees that may be charged by airlines — for example seating in particular sections or fees for aisle or window seating.

When ALA travel is combined with personal travel in ticketing, resulting in additional travel legs unrelated to ALA business, the individual traveler in requesting reimbursement for the ALA-related portion of the ticket cost must submit (a) comparable ticketing information to support/show the reimbursable cost of what would have been the roundtrip airfare for the ALA-related trip only, OR (b) proof that the addition of an extra leg on personal business actually resulted in a lower cost for the entire combined ALA/personal ticket than a direct ALA-related only roundtrip ticket.

ALA contracts with certain airlines to receive complimentary air tickets based on group usage. When cost and airline schedules are similar, please utilize the official airlines so ALA can receive credit. Refundable or no-penalty tickets may be purchased when the cost is no more than \$100 greater than a nonrefundable or other ticket with a change or cancellation penalty.

The need to cancel or change a ticket that involves additional fees or penalties should be communicated directly to the President or to the Executive Director, before making the change. Reimbursement for resulting charges will be at the discretion of the Executive Director or the President, who shall provide written authorization for the exception/reimbursement.

Ground Transportation

Except for car rental charges, ground transportation (e.g., limousine, taxi, airport parking) will be reimbursed at actual cost so long as (a) costs incurred are reasonable and necessary, and (b) the reimbursement request is accompanied by receipts or other written documentation.

If use of a personal automobile is required for ALA business, for example for travel to and from a meeting site by a person who resides within the metropolitan area where the meeting is held, ALA will reimburse for actual mileage based upon the current IRS business allowance rate plus tolls and parking expenses. Total auto reimbursement for inter-city travel may not exceed the cost of coach airfare.

Car rental fees are not normally reimbursable for travel within the metropolitan area of an ALA meeting site. If air transportation is not available to a meeting location or use of a rental car upon arrival at the location is otherwise necessary in connection with the meeting (as opposed to purely personal use or preference), ALA will reimburse for rental car fees and expenses with the advance approval of the President or the Executive Director.

LODGING EXPENSES

Lodging expenses during the official travel/meeting period will be reimbursed as reasonably necessary for attendance at ALA meetings. Reimbursement of hotel expenses for the night of the last day of a meeting (for example, Saturday night for a meeting concluding on Saturday) will be made if (a) return travel on the following day results in an airfare savings greater than the cost of the additional lodging OR (b) return travel on the last day of the meeting would necessitate arrival at the individual's ultimate destination after 8 p.m. on that day. The Executive Director or the President has the discretion to authorize an additional overnight stay under other circumstances if appropriate.

MEAL EXPENSES

Meals and other group functions scheduled and provided as a part of the official meeting will be paid for by ALA. Other reasonable meal expenses incurred during the official travel/meeting period designated by ALA for each meeting will be reimbursed. ALA has established maximum meal reimbursement amounts for individual meals consumed during the travel/meeting period but which are not part of the meeting proper:

Breakfast: \$25/person/day
Lunch: \$25/person/day
Dinner: \$50/person/day

Volunteers should use good judgment when submitting reimbursement for food and beverage expenses. ALA reserves the right to refuse reimbursement for excessive alcohol purchases.

REGISTRATION EXPENSES

ALA may waive or discount registration fees for event attendance based on assignment by the President and Executive Director. See reimbursement allowances below for specific details.