APPENDIX U
CEHA BOARD TRAVEL GUIDELINES
January 26, 2025

California Environmental Health Association
RE: Board Travel Guidelines

Dear Board:

At the request of the CEHA Board of Directors ("Board"), written guidance for Board travel has been provided. An AES travel flowchart has been included at the end of this document, to provide a quick reference for reimbursable expenses.

Please note that all use of a personal vehicle is the sole responsibility and liability of the vehicle owner/operator.

DUTIES OF BOARD MEMBERS:

Board travel is a significant portion of CEHA's operating budget, and the Board wishes to conserve the financial resources of our members.

- It is the duty of each Board member to arrange their own travel.
- It is the duty of each Board member to pay up-front travel costs, and if any portion of their travel is covered by another entity (i.e. their work, their chapter), the Board member shall not submit a reimbursement claim to the Association Treasurer for that portion of the travel.
- It is the duty of those arranging travel to prioritize cost-effectiveness and economy.
- It is the duty of those arranging travel to understand the terms of travel reimbursement before costs are incurred.
- It is the duty of those travelling with the expectation of reimbursement to fulfill their Board duties, and to maximize in-person time for networking, meetings, and being of service to CEHA. For those staying the duration of the AES paid by CEHA, they shall actively participate/volunteer in available AES volunteer positions as assigned by AES committee, otherwise reimbursement may be withheld.
- It is the duty of those travelling to submit reimbursement claims to the Association Treasurer within three months of travel. *(Policies and Procedures, Chapter 4-H)*
- It is the duty of those travelling to retain and submit all the necessary documentation to present to the Association Treasurer for reimbursement.

(A) TRANSPORTATION:

Round-trip to meeting in personal vehicle:

- Travel to Board meetings in a personal vehicle will be reimbursed from the Board member's home to the meeting location, and from the meeting location back to the Board member's home.
- Mileage will be reimbursed at the current governmental rate for business travel (Board motion 4/22/23) https://www.irs.gov/tax-professionals/standard-mileage-rates or https://www.gsa.gov/travel#tab--pov-mileage
- Parking at the Board meeting location (hotel or other) will be reimbursed.
- The use of mandatory tolls will be reimbursed.

Documentation required for reimbursement:

- Google Maps showing round-trip mileage from home to meeting.
- Parking stubs or receipts.
- Toll receipt indicating date and route travelled.

Flights: Travel to/from airports:

- **Travel from the Board member's home to the airport in personal vehicle:**
  - The cost for mileage and parking shall be weighed against the cost of a ride-share service like Uber or Lyft, or taxi service, and the most economical option chosen.
  - Travel to an airport in a personal vehicle will be reimbursed from the Board member's home to the airport, and from the airport back to the Board member's home.
  - Mileage will be reimbursed at the current governmental rate for business travel (Board motion 4/22/23) https://www.irs.gov/tax-professionals/standard-mileage-rates or https://www.gsa.gov/travel#tab--pov-mileage
  - **Airport Parking:** If a personal vehicle is used and parked at the airport, airport parking will be reimbursed.
- **Travel from the Board member's home to the airport in a ride-share service (i.e. Uber, Lyft) or taxi service:**
  - The cost for mileage and parking shall be weighed against the cost of a ride-share service like Uber or Lyft, or taxi service, and the most economical option chosen.
  - The cost for the ride-share service shall be reimbursed for travel from the Board member's home to the airport, and from the airport back to the Board member's home. Taxes and fees will be reimbursed, however tips and gratuities are not reimbursable expenses.
- **Travel from the Board member's home to the airport in other forms of transportation:**
  - Travel by bus or train from the Board member's home to the airport, and from the airport back to the Board member's home will be reimbursed. Taxes and fees will be reimbursed, however tips and gratuities are not reimbursable expenses.

    - If a personal vehicle is utilized to travel to the bus or train depot, then mileage and parking will be covered along with the bus and train fare—see above under "Travel from the Board member's home to the airport in personal vehicle".
- **Travel from the airport to the Board meeting location:**
    - **Ride-share (i.e. Uber, Lyft) or taxi service:** The cost for the ride-share or taxi service shall be reimbursed for travel from the airport to the Board meeting location, and from the Board meeting location back to the airport. Taxes and fees will be reimbursed, however tips and gratuities are not reimbursable expenses.
    - **Train/bus/shuttle:** The cost for fares will be reimbursed from the airport to the Board meeting location, and from the Board meeting location back to the airport. Taxes and fees will be reimbursed, however tips and gratuities are not reimbursable expenses.

Documentation required for reimbursement:

- Google Maps showing round-trip mileage from home to airport or bus/train depot
- Parking stubs or receipts
- Train/bus/shuttle fare receipts
- Uber/Lyft/taxi receipts
- Toll receipts showing date of travel and route taken

Flights:

- The price to fly versus other forms of travel shall be weighed, and the most economical route chosen wherever possible and feasible.
- Round-trip economy airfare will be reimbursed, along with taxes and fees.
- Baggage fees will be reimbursed for no more than one bag on each flight.

Documentation required for reimbursement:

- Airfare receipt
- Baggage fee receipt

(B) FOOD

Policies and Procedures, Chapter 4, H-2:
Officers of CEHA shall be reimbursed actual meal costs for each Board meeting; other Board members shall be reimbursed meal costs by their respective Chapters.

- CEHA will reimburse for lunch on days of in-person Quarterly Board Meetings, however, CEHA will not reimburse for breakfast or dinner meals.
- Officers of CEHA (President, President-Elect, Secretary, Treasurer, Immediate Past-President) may be reimbursed for the cost of lunch by the Association Treasurer. This only applies when the lunch is paid for out-of-pocket by the Board member.

- Chapter Presidents and President-Elects may be reimbursed for the cost of lunch by their Chapter Treasurer. This only applies when the lunch is paid for out-of-pocket by the Board member.
- Meals will be reimbursed for no more than the government rate (U.S. General Service Administration) for lunch: https://www.gsa.gov/travel/plan-book/per-diem-rates
- Reimbursement for alcohol is prohibited.

Documentation required for reimbursement:

- Lunch receipt

(C) LODGING

CEHA will reimburse Board members for lodging when in-person attendance is encouraged at Board meetings, based on the reimbursement guidelines below. There is no defined distance a Board member must reside from the meeting location in order to qualify for lodging reimbursement. This is left to the discretion of the Board member to determine that commuting is not feasible and lodging is required.

The following conditions apply to lodging reimbursement:

- **Qualifying lodging**: lodging will be reimbursed for a stay at the meeting hotel, or any accommodation priced equal to or less than the rate of the meeting hotel.
- **For in-person Board meetings**: lodging for one night will be reimbursed. This can be either the night before or the night of the meeting, at the Board member's choosing.
- **For AES meetings:**
    - Monday meeting: Lodging will be reimbursed for one night for the current Board members.
    - Friday meeting: Lodging will be reimbursed for one night for the incoming Board members.
    - Multiple nights: For those Board members that are required to stay for both Monday and Friday meetings, lodging will be reimbursed for Monday, Tuesday, Wednesday, and Thursday nights.
- Hotel taxes and fees will be reimbursed, however, any room services or meals, tips or gratuities are not eligible for reimbursement.

Documentation required for reimbursement:

- $ Qualifying lodging receipt/invoice

AES TRAVEL FLOWCHART

Day(s) attendance at meeting required	Hotel covered	Transportation to meeting	Eligible Board Members
Monday	Sunday night or Monday night (1 night)	Round trip Airfare, parking, mileage (see guidance above)	Current Board
Friday	Thursday night or Friday night (1 night)	Round trip Airfare, parking, mileage (see guidance above)	Incoming Board
Both Monday and Friday	Monday through Thursday nights (4 nights)	Round trip Airfare, parking, mileage (see guidance above)	Chapter Presidents (who were President-Elects on Monday) Executive Board Members who must be at both meetings