

LI 2018 Travel Guidelines

The travel allowance for Leadership Institute 2018 is 100% reimbursement of the approved amount for airline travel or mileage for *Past International Presidents, Executive Board Directors, Network Directors, Network Specialists, Standing Committee Chairmen, Education Committee, Collegiate Colony Presidents and Collegiate Colony Advisers*. In order to make this work, there are specific guidelines that must be followed.

- Leadership Institute 2018 airline tickets must be purchased by May 15, 2018.
- The lowest fare flight available must be booked. Please check directly through major carriers in addition to the web-based travel discounters. If you prefer a flight other than the one available at the lowest fare, you will be responsible for the cost difference. Three (3) price quotes must be submitted to Headquarters before booking flight if over allowance. **Travel is only reimbursed from your home address.**
- Reimbursements will only be made up to \$400 for any flight.
- An expense voucher must be completed and received at Headquarters with a copy of the itinerary within 10 days of booking. Send to Jackie Lynch at jlynch@alphaomicronpi.org.
- Reimbursements will be deposited directly to your bank account unless you have a Canadian account. An email from a secure site, Bill.com, will be sent if you are not currently signed up. Checks for Canadian reimbursements will be mailed within two weeks of receipt of voucher and itinerary.
- Reimbursements for mileage must be submitted no later than July 15, 2018.
- Only flights or mileage if you are flying/driving to/from Nashville will be reimbursed. When driving, if it is less costly to fly, the amount of the least costly flight will be reimbursed instead of mileage. Shuttle service is provided to/from airport/hotel for Leadership Institute 2018. If you choose to use another mode of transportation, it is a personal expense.
- Baggage fees, parking and mileage to/from the airport (from home) are a personal expense.
- All changes including names or travel dates, etc. that you make to your airline ticket will be a personal expense.
- Newly appointed volunteers must book their tickets within five days of appointment.

- Any difference in airfare due to arriving earlier or staying later due to personal reasons is at individual's expense.
- If you book a ticket and resign from office prior to the trip, you will be responsible for reimbursing the amount of the ticket.
- **No reimbursements will be made after July 15, 2018.**
- The expense voucher form is located at Fulfilling the Promise under Volunteers on the ORL.