

Convention 2019 Travel Guidelines

Collegiate Chapter Presidents

The travel guidelines for Chapter Presidents for Convention 2019 are listed below and must be followed in order to be reimbursed for your flight.

If flying:

- Convention 2019 airline tickets must be purchased and an expense voucher submitted by **May 1, 2019**. The expense voucher must include a copy of your flight itinerary.
- Tickets should be purchased online using a personal payment method. Please check directly through major carriers in addition to the web-based travel discounters. If for any reason you are unable to prepay for your flight, please contact your ADCE at Headquarters for other arrangements.
- The lowest fare available must be booked. Specific airlines or times cannot be requested. If you prefer a flight other than the one available at the lowest fare you will be required to pay the difference in price. This will be deducted from your reimbursement.
- Flight costs should not exceed \$400.00 round trip. If it appears the price will be more than \$400.00, submit a copy of 3 price quotes along with the itinerary for approval before booking. These requests should be sent to Jackie Lynch at jlynch@alphaomicronpi.org.
 - Reimbursements will only be made up to \$400 for travel expenses if tickets are not purchased by **May 1, 2019**.
- Baggage fees, parking and mileage to/from the airport are a personal expense.
- All changes including names or travel dates, etc. that you make to your airline ticket will be a personal expense.
- Any difference in airfare due to arriving earlier or staying later due to personal reasons will be at the individual's own 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 to AOII.

If driving:

- Vouchers for driving must be submitted no later than **July 15, 2019**.
- Only flights or mileage if you are driving to/from Orlando, FL will be reimbursed. If you choose to drive and a flight is less costly the price of the flight will be reimbursed instead of mileage.

General information:

- The expense voucher (Fulfilling the Promise > Officer Resource Library > Volunteers) must be completed and emailed with the itinerary to Jackie Lynch jlynch@alphaomicronpi.org for reimbursement.
- Reimbursements will be mailed within 10 days of voucher submission.
- Reimbursements will not be made after **July 15, 2019**.