

Convention 2019 Travel Guidelines International Volunteers

The travel for Convention 2019 will be paid for *Past International Presidents, Executive Board Directors, Network Directors, Network Specialists, National Panhellenic Conference Delegation, Standing Committee Chairmen and Parliamentarian*. In order to receive reimbursement, there are specific guidelines that must be followed.

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.
- Newly appointed volunteers approved after May 1 must book their tickets within 5 days of appointment.
- 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 \$400.00 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:

- If driving, you will be reimbursed based on your gas receipts.
- 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 your gas receipts.
- Hotel parking fees, if applicable, are a personal expense.

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 deposited directly into your bank account unless you have a Canadian account. An email to a secure site, Bill.com, will be sent if you are not currently signed up. If you require a check please expect a longer wait time.
- Checks for Canadian reimbursements will be mailed within 10 days of receipt of voucher.
- Reimbursements will not be made after **July 15, 2019**.