

Cascadia Wikimedians User Group
Travel Policy

This document is copyrighted CC-BY-SA 3.0 by Cascadia Wikimedians User Group.

1. **WMF travel policy**
    a. Cascadia Wikimedians User Group adopts the Wikimedia Foundation travel policy (https://wikimediafoundation.org/wiki/Travel_Policy).
    b. Exceptions:
        i. For journeys in excess of three hours, the use of "economy plus", as defined by commercial carriers, is permitted at CWUG's expense.
        ii. The use of "economy plus" and other premium services are always permitted when the traveler pays the difference between economy class and the premium services.
        iii. CWUG will not pay for taxi service or rental cars unless there is a special need such as a disability or a mission-appropriate transportation of bulky equipment that would be impractical to transport by other methods. The use of taxis and rental cars requires advance written approval from the Treasurer, the President, or the Finance Committee.
        iv. Keeping in mind that CWUG has not purchased commercial automobile insurance, CWUG employees and grantees and persons under their control are prohibited from driving any vehicle while "on the clock". All CWUG directors, officers, staff, grantees, volunteers, members, and persons under their control are prohibited from conducting business on behalf of CWUG by driving a vehicle.
        v. The rate for reimbursement of private vehicle travel shall be equal to the United States Internal Revenue Service standard rate for business mileage.

vi. Travel and lodging will be booked by the traveler in consultation with Cascadia Wikimedians User Group. For travel cost of $15.01 or more, a travel plan must be submitted and authorized in advance.
vii. Travel and lodging purchases premiums for making reservations be refundable will always be purchased unless no refundable options are available. The premium is a reimbursable expense.
viii. Costs of dependent care will not be paid by CWUG from travel budgets. Events may have separate dependent care budgets so that dependent care may be offered.
ix. Under section “7. ALLOWANCES FOR MEALS AND INCIDENTALS”, instead of allowing a choice of actual meal and incidental expenses or 75% of the US Government published rates, all reimbursed expenses shall be actual documented expenses and shall not exceed 75% of the US Government published rates. Expenses in excess of 75% of the US Government published rates will not be reimbursed by Cascadia Wikimedians User Group.
x. Undocumented expenses related to travel are subject to the policies for undocumented expenses as described in the Cascadia Wikimedians User Group bylaws.
xi. In general, the President and Treasurer are responsible for reviewing travel expense claims and authorizing reimbursement within 60 days of receiving all relevant documentation. Reimbursement amounts that exceed the thresholds of their authority as described in the Bylaws may need to be reviewed by others such as the Secretary or the Finance Committee.

2. **Authorization for travel**
    a. All travel that is to be reimbursed by Cascadia Wikimedians User Group requires advance permission, unless the event is within 100 miles of an attendee and the attendee is traveling via public transportation or their own personal vehicle.
    b. Again, keeping in mind that CWUG has not purchased commercial automobile insurance, CWUG directors, volunteers, employees, and persons under their control are prohibited from driving any vehicle while “on the clock” or conducting business on behalf of CWUG by driving a vehicle.
    c. Employees are not eligible for reimbursement for travel to and from a regular work location. Exceptions to this may be granted by the President or the Treasurer.
    d. Permission for reimbursable travel may be given as follows:
        i. Amounts of $15 or less may be reimbursed with permission from the President, Secretary, or Treasurer until the maximum relevant travel budget is reached for the year. These expenses are generally authorized if documentation is provided and the event is an official CWUG event, and do not require individualized advance permission. Exceptions to the

documentation requirement may be granted in a manner consistent with CWUG bylaws.

ii. Amounts of $15.01 or more require individualized advance permission.
    1. For amounts of $15.01 to $50, permission may be granted by the President or the Treasurer until the maximum relevant travel budget is reached for the year.
    2. Amounts of $50.01 or more require advance approval from the Finance Committee.
    3. Officers must request advance permission from another officer or the Finance Committee.