

Chesapeake WEA Travel Policy



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Chesapeake WEA will only reimburse **reasonable** airfare, hotel accommodation, travel to and from the airport/accommodations/event, and meals. Itemized receipts **must** be submitted for every expense requesting reimbursement along with the **Chesapeake WEA Expense Form** linked below. (Total pages are not acceptable – receipts must show the purchase details.)

AIRFARE:

- Airfare arrangements should be as budget friendly as possible.
- Airfare reimbursement can be issued when the tickets are purchased.
- Early Check-In or any type of upgrades will not be reimbursed.

TRAVEL TO AND FROM THE AIRPORT/HOTEL/CONFERENCE CENTER:

- Any necessary travel to and from the airport, hotel, and conference center will be reimbursed within reasonable limits.
- In group situations, when possible, using van transportation to and from the airport is more economical than individual Uber/Lyft rides.

HOTEL/OVERNIGHT ACCOMMODATIONS:

- Although participants are permitted to arrive and leave when they wish, hotel stays will only be reimbursed for time that's required for the event's attendance.
- Extra nights for sightseeing or visiting will not be reimbursed.
- Early check-in or late check-out fees will **NOT** be reimbursed.
- An Airbnb/VRBO option is also acceptable if it proves to be more economical.
- The accommodation chosen should be budget friendly.
- Reimbursement for accommodation will be made after the full amount is paid.

MEALS:

- Only the participants' meals will be reimbursed. Guests' meals will not.
- Only **one (1)** alcoholic drink per person, per meal will be reimbursed.
- Tips will be reimbursed up to 20%.

MISC.:

- Souvenirs, sightseeing, personal purchases, guest purchases, meal items for guests, or otherwise will not be reimbursed.
- Airfare and hotel accommodation can be reimbursed right away with appropriate receipts and an expense report. Expenses incurred during the event should be submitted altogether after returning from the event.
- All expenses for reimbursement must be submitted using the Expense Report Form (along with all itemized receipts) which can be found by clicking this link:
<https://cweablog.weebly.com/expense-report.html>