

Description	Revision:
Travel SOP	6/21/14
Owner:	
Treasurer	

**Scope:**

The Treasurer is responsible for administering the Travel SOP.

This Travel SOP documents the procedure to be used when a BOD or Chapter member travels on official Chapter or APICS-related business, and requires Chapter funds be used for this travel.

This procedure does NOT cover when travel is paid for by APICS HQ or District funds.

This Procedure shall be used in concert with the SOPs on Request for Non Budgeted Funds and Expenses.

**Reasons for Travel:**

Travel that is covered under this SOP includes, but is not limited to:

1. Travel in support of the APICS C-bar to ensure that the Mid-Florida Chapter is represented at District meetings
  - a. Travel for two or more APICS BOD members will be permitted. One is the President and the other is selected by the President. If the President can not attend, the President Elect will attend for the President or another BOD member as assigned by the President. Others may attend if approved by the Board, and if chapter funds allow.
2. Travel to other APICS-sponsored events, such as the APICS International Conference and/or APICS Leadership Institute, as approved through the annual budget.
3. Travel to promote the Mid-Florida chapter at events in the geographical area, but only if previously approved by the annual budget or by the BOD in concert with the Request for Non Budgeted Funds SOP.

All travel must have the prior approval of the President and Treasurer of the chapter, and such approvals should be well documented via email, BOD meeting notes and/or the RFNBF process.

**Travel Expenses:**

Expenses covered under this SOP include, but are not limited to: airline tickets, railroad tickets, bus tickets, parking, tolls, mileage, car rental and gas, taxi, subway, lodging, tips and meals up to \$75 per day.

Other expenses which may be related to travel will be reimbursed only if deemed appropriate by the Treasurer or President. This includes but is not limited to such items as laundry, telephone charges, internet connections, etc.

**Documentation of Travel Expenses:**

In order to receive reimbursement for all travel expenses, only the authorized Chapter travel expense form may be used and should be completed in concert with the requirements identified in the [Expense Report SOP](#).