

Society for **Benefit-Cost Analysis**

SBCA Travel Reimbursement Policy

AIRLINE RESERVATIONS

Speakers will be reimbursed for only coach or economy roundtrip airfares. Please make your reservations at least four weeks in advance to secure the lowest fare. Additionally, SBCA will pay for standard baggage allowance fees. Excess or overweight baggage charges, not related to workshop materials, are considered a personal expense and are not reimbursable. In-flight internet access and fee-based entertainment such as in-flight movies and gaming will not be reimbursed.

GROUND AND WATER TRANSPORTATION

Ground transportation required to attend the conference will be reimbursed. Such transportation costs include, but are not limited to, public transit, taxis (including services such as Uber® or Lyft®), and car services (rental vehicles and personal vehicles). Public transportation and taxis rather than car services generally should be used for workshop travel within the event city. SBCA discourages the use of personal vehicles for conference or workshop travel because it exposes both the traveler and SBCA to increased legal and financial risk. Personal vehicle travel within the United States to the event location will be reimbursed at the prevailing IRS rate on the date of travel. Rail travel within the United States must be by coach on Amtrak regional trains. Rail travel outside of the United States must be comparable or equivalent to Amtrak coach class.

HOTEL RESERVATIONS

Lodging arrangements for the conference should be made by the speaker. SBCA will reimburse post conference, up to two nights in a standard single room and associated taxes at the conference hotel; no other hotels will be reimbursed unless approved in advance by the Conference Chair and Treasurer. Upgrades resulting in additional cost, absent a valid safety concern will not be reimbursed. In-room internet access and fee-based entertainment such as in-room movies and gaming will not be reimbursed.

MEALS AND INCIDENTAL EXPENSES

Speakers will be reimbursed for meal expenses incurred during travel to or from an SBCA event and during the event. Any single meal expense should be reasonable (reflects a prudent decision to incur the expense). Additional meal costs attributable to a personal guest are not reimbursable. Alcoholic beverages will not be reimbursed. Parking fees and tolls will be reimbursed.

WORKSHOP BUDGET GUIDELINES

Travel costs for workshops should be estimated using the above rules and included in the workshop budget worksheet. Workshop proposals will be judged, in part, on whether the anticipated costs are reasonable given the expected revenue. Requests for exceptions to the rules should be made at the time the budget worksheet is submitted to the Workshop Committee. Exceptions require approval from the Workshop Committee chair and from the Treasurer.

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GENERAL EXCEPTIONS

Exceptions to this general policy must be granted in advance and will require approval by the President and Treasurer. Exceptions may occur for plenary speakers or other people traveling on behalf of the Society.

Adopted: May 17, 2019