AUTHORIZATION FOR EXPENSE REIMBURSEMENT FOR ISO TC-135/SC7 ACTIVITIES

1.0 PURPOSE

1.1 The purpose of this document is to outline the ASNT practices on travel expense authorization for ISO TC-135/SC7-related activities (e.g. Working Group meetings).

2.0 SCOPE

2.1 The practices outlined in this document are applicable only when delegates of the ASNT SDC ISO Subcommittee attend a meeting to represent ANSI and the U.S. position at ISO TC-135/SC7 meetings, including the Working Groups of SC7 and requests reimbursement for travel expenses.

3.0 REFERENCES

3.1 ASNT Policies

3.1.1 Policy O-4: Conflict of Interest Policy

3.1.2 Policy J-5.18: Standards Development Committee Rules of Conduct

3.1.3 Policy G-35: Writing and Approving Standards, Recommended Practices and Codes

3.2 ASNT Procedures

3.2.1 Guidelines for Travel and Business-Related Expenses

4.0 PROCEDURE

4.1 In order to obtain authorization for expense reimbursement, the following conditions must be met:

4.1.1 All meetings must be officially announced by ISO TC-135/SC7 and includes Working Groups of SC7.

4.1.2 Immediately following a meeting announcement by ISO TC-135/SC7, ASNT must be given notice of the meeting date and venue, including the meeting's expected business items.

4.1.3 The ASNT Standards Development Committee (SDC) Chair shall consider the expected items of business and affirm in writing to the Executive Director, that there is a need for delegates (Chair and Vice-Chair of the ISO Subcommittee or alternates) to attend the meeting.

4.2 Projections of meeting expense requirements shall be submitted to ASNT staff by the SDC Chair as part of the budget development process.

4.3 The ASNT Executive Director will verify that the SDC Chair has provided a statement of need regarding attendance to the meeting. If those conditions are met and there are not overriding ASNT business concerns, the Executive Director shall authorize requested reimbursement of only travel, meals and lodging expenses for delegates (Chair and Vice-Chair of the ISO Subcommittee or alternates) to the designated meeting.

4.4 The delegates (Chair and Vice-Chair of the ISO Subcommittee or alternates) must submit a report following the meeting to the SDC containing a summary of the discussions, the status of each item identified by the SDC in recommending representation, and documenting any actions taken at the meeting.

4.5 Documentation of expenses must be in accordance ASNT Guidelines for Travel and Business-Related Expenses.