

REQUISITE TRAVEL & EXPENSE POLICY

1.0 Purpose

This policy defines the requisite travel and expense policy for Society Officers, members of the Board of Directors, and Past Presidents.

2.0 Scope

Requisite expenses covered by this policy are only to the extent they are not otherwise reimbursed from some other source.

3.0 Officers

3.1 Research Symposium and Annual Conferences

The Officers shall receive:

3.1.1 Complimentary conference registration for officer and spouse or partner.

3.1.2 Complimentary hotel accommodations

3.1.3 Complimentary tickets to all tours that are offered as complimentary to the officer will also be extended to their spouse or partner.

3.1.4 All air travel arrangements will be made by the individual Officer or by the travel agent that is used by ASNT and paid for by the Society. ASNT will pay airfare for the Officer's spouse or partner for the Annual Conference.

3.1.5 Up to two (2) Complimentary Banquet Event tickets

3.1.6 Ground Transportation to conference hotel.

3.2 Other Board meetings

The Officers shall receive:

3.2.1 Reimbursement for air travel, hotel accommodations, ground transportation and meals for other Board meetings.

3.2.2 All hotel and air travel arrangements will be made by the individual Officer or by the travel agent that is used by ASNT and paid for by the Society, to attend Board meetings.

3.3 Section Visits

The ASNT Officers are encouraged to make ASNT Section visits during their term of office not to exceed sixteen (16) total aggregated visits. Section visits include but are not limited to attending section meetings, section sponsored conferences, section promotional events or any activity where the Officers believes they are serving in the best interest of ASNT. ASNT will reimburse the Officers for all travel and business-related expenses for Section visits, President may attend two Section visits outside the Continental U.S.

3.4 Expenses for the Chairperson and President

3.4.1 The Chairperson and President shall receive an account up to the amount of \$1,500 on the day of becoming Chairperson and President; for any ASNT official expenses accrued during their term of office (such items may include meals, miscellaneous business expenses or entertainment expenses).

3.5 Expenses for all Officers

3.5.1 The President has the discretion to pay any of the Officer expenses not covered by their respective companies.

4.0 Requisite Officer International Travel and Expenses:

4.1 International ASNT Officer Travel
International travel for up to two Officers

4.1.1 A maximum of sixteen (16) international trips are authorized for any ASNT fiscal year for International Conferences or meetings beneficial to the Society. A maximum of two (2) spouse trips to accompany officers when appropriate are authorized. Additional spouse trips must be approved in advance by the Board.

5.0 ASNT Related Meetings

5.1 Society Officers may submit expenses including conference registration, hotel, airfare, meals, and ground transportation when serving as a Society representative with prior approval of the President.

6.0 Board of Directors

6.1 Research Symposium and Annual Conferences including Winter and Summer Board Meetings

All members of the Board of Directors

6.1.1 Conference registration for Board member, hotel accommodations, airfare, ground transportation and up to two (2) Banquet Event tickets. Registration for the spouse or partner is complimentary.

- 6.1.2 Travel and expenses for Directors not to exceed \$1,250.00 per conference or meeting or a total of \$6,000.00 per fiscal year.
- 6.1.3 Section meetings expenses which are outside 150 miles from the Directors home base can be submitted within the \$6,000.00 annual maximum restriction.
- 6.1.4 For Directors who live outside of North and South America, expense reimbursement may be increased to \$2,500.00 per conference or a total of \$12,000 per fiscal year.

For Directors who live outside the United States of America but reside within the Americas, expenses may be increased to \$1562.50 per conference or a total of \$7,500.00 per fiscal year.

These additional expenses listed in 6.1.4 must be approved by the President prior to making travel arrangements.

6.2 New Board & Officer Training

Travel to the ISC and all hotel costs shall be either made by the new Board member or by the travel agent that is used by ASNT. This shall include transportation to and from the ISC, meals, and appropriate hotel costs for the training.

7.0 Past Presidents

7.1 Research Symposium and Annual Conference All ASNT Past Presidents – Expenses

- 7.1.1 Conference registration for the Past President and their spouse or partner, and up to two (2) Banquet Event tickets are provided
- 7.1.2 All Past Presidents are provided with lifetime ASNT membership

8.0 General Travel and Expense Policy

8.1 Requirements

- 8.1.1 Completed expense forms must be submitted within thirty days after returning from a business trip for ASNT. Forms received after the 30 days date, must receive approval from the President prior to processing the expense form.
- 8.1.2 Receipts are required for reimbursement for all expenses. Exceptions can be made for expenses under \$25.00 with the approval of the President. Each receipt should include the merchant's name, date, item purchased and amount.
- 8.1.3 All expenses covered by this policy shall be forecasted and included as a specific category in the annual budget. Any travel and business-related travel for Officers and Directors beyond those addressed herein shall be handled as Ex-Budget items.

- 8.1.4 All exceptions to this policy must be approved in advance by the President.
- 8.1.5 All airline tickets will be based on “Coach/Economy Class” pricing. Any flights over six (6) hours of continuous flight, may be upgraded to the next level of service; excluding first class.

**APPENDIX A
TAG COMMITTEE
REQUISITE TRAVEL AND EXPENSE POLICY**

A.1.0 Purpose

This policy defines the requisite travel and expense policy for volunteers serving on TAG Committees.

A.2.0 Scope

Requisite expenses covered by this policy are only to the extent they are not otherwise reimbursed from other sources.

A.3.0 Requirements

- A.3.1 The TAG Committee Representative for each method is allowed to attend two (2) meetings per year that are authorized by the Chairperson of the Board, TAG Committee Chair, and the Executive Director. The Chair of the TAG Committee will need to send a schedule of the meetings to the President at least three (3) months prior to the scheduled meetings for approval.
- A.3.2 Completed ASNT Volunteer Expense Forms must be submitted within thirty days (30) after returning from a business trip for ASNT.
- A.3.3 Receipts are required for reimbursement of any expense over \$25.00. Each receipt should include the merchant's name, date, item purchased and amount. Travel expenses such as airfare, lodging, and meals will be reimbursed by ASNT.
- A.3.4 All expenses covered by this policy shall be forecasted and included as a specific category in the annual budget. Any travel and business-related travel for members of the TAG Committee beyond those addressed herein shall be handled as Ex-Budget items and must be approved at the discretion of the President.
- A.3.5 All exceptions to this policy must be approved in advance by the President.
- A.3.6 All airline tickets will be based on "Coach/Economy Class" pricing. Any flights over six (6) hours of continuous flight, may be upgraded to the next level of service; excluding first class.

**APPENDIX B
REPRESENTATIVES TO INTERNATIONAL FEDERATIONS
REQUISITE TRAVEL AND EXPENSE POLICY**

B.1.0 Purpose

This policy defines the requisite travel and expense policy for volunteers serving on International Federations

B.2.0 Scope

Requisite expenses covered by this policy are only to the extent they are not otherwise reimbursed from other sources.

B.3.0 Requirements

- B.3.1 Representatives are allowed to attend two (2) meetings per year that are authorized by the Chairperson of the Board and the President. The International Representatives will need to send a schedule of the meetings to the President at least three (3) months prior to the scheduled meetings for approval.
- B.3.2 Completed ASNT Volunteer Expense Forms must be submitted within thirty days (30) after returning from a business trip for ASNT.
- B.3.3 Receipts are required for reimbursement of any expense over \$25.00. Each receipt should include the merchant's name, date, item purchased and amount. Travel expenses such as airfare, lodging, and meals will be reimbursed by ASNT.
- B.3.4 All expenses covered by this policy shall be forecasted and included as a specific category in the annual budget. Any travel and business-related travel for International Representatives beyond those addressed herein shall be handled as Ex-Budget items and must be approved at the discretion of the President.
- B.3.5 All exceptions to this policy must be approved in advance by the President.
- B.3.6 All airline tickets will be based on "Coach/Economy Class" pricing. Any flights over six (6) hours of continuous flight, may be upgraded to the next level of service; excluding first class.

APPENDIX C
WORLD CONFERENCES
REQUISITE TRAVEL AND EXPENSE POLICY

C.1.0 Purpose

This policy defines the requisite travel and expense policy for Officers and spouses/partner to attend the World Conference which is held every four (4) years.

C.2.0 Scope

Requisite expenses covered by this policy are only to the extent they are not otherwise reimbursed from other sources.

C.3.0 Requirements

- C.3.1 Officers and their spouses or partners will be funded for airfare, ground transportation, hotel accommodations, and registration/conference event tickets for the World Conference which is held every four (4) years.
- C.3.2 Officers need to let the President know at least 3 months prior to the World Conference if their spouse/partner is attending.
- C.3.3 Completed ASNT Volunteer Expense Forms must be submitted within thirty (30) days after returning from a business trip for ASNT.
- C.3.4 Receipts are required for reimbursement of any expense over \$25.00. Each receipt should include the merchant's name, date, item purchased and amount. Travel expenses such as airfare, lodging, and meals will be reimbursed by ASNT.
- C.3.5 All expenses covered by this policy shall be forecasted and included as a specific category in the annual budget. Any travel and business-related travel for Officers and spouses/partners beyond those addressed herein shall be handled as Ex-Budget items and must be approved at the discretion of the President.
- C.3.6 All exceptions to this policy must be approved in advance by the President.
- C.3.7 All airline tickets will be based on "Coach/Economy Class" pricing. Any flights over six (6) hours of continuous flight, may be upgraded to the next level of service; excluding first class.