

TRAVEL GUIDELINES FOR COUNCIL, COMMITTEES, AND OTHER GSA MEMBERS TRAVELING ON BEHALF OF GSA

Expenses

The Council of the Society requests that expenses incurred in connection with service on committees or Council be paid from other sources whenever possible. *Participants who cover all or part of their own expenses may request, from the Headquarters Liaison, a receipt to allow income tax deductibility.* In the absence of such sources, reimbursement for expenses may be requested from the Executive Director.

If travel is necessary, reimbursement will be as follows:

Travel costs

GSA will reimburse up to the amount for discounted, advanced-purchase, economy airfare.

Local transportation

GSA will pay for a round trip shuttle from the airport to meeting location. Car rental will only be reimbursed up to the amount of a roundtrip shuttle ticket; if others on GSA business share the car, GSA will also reimburse the equivalent amount of the additional shuttle tickets. GSA will also pay for airport parking, transit to departure and from return airport. Taxis may be used when an alternate source of transport is necessary or appropriate. Use of personal vehicle will be reimbursed at the IRS rate.

Food*

GSA will reimburse for meals and incidental expenses at the daily rate approved by the Federal Travel Regulations for per diem rates. GSA will not reimburse for meals that are provided.

Lodging*

GSA will pay the costs of lodging for nights associated with meeting attendance up to the rate approved by the Federal Travel Regulations for per diem rates.

*To obtain domestic per diem rates for the location you are traveling to go to General Services Administration: [www.gsa.gov/perdiem] and include a copy of the per diem rate with reimbursement form.

*To obtain foreign per diem rates for the location you are traveling to go to U.S. Department of State: [https://aoprals.state.gov/content.asp?content_id=184&menu_id=78] and include a copy of the per diem rate with reimbursement form.

Exceptions

No expenses will be paid for attendance at meetings held at the annual meeting. In unusual circumstances, requests for exceptions to any of these rules may be made to the GSA Executive Director.

INSTRUCTIONS FOR TRAVEL & EXPENSE VOUCHER

The form is available on the GSA website [Leadership/Leadership Resources]. It should be completed and signed. Whenever applicable, receipts should be included. This includes a copy of the per diem rate being used for reimbursement. Receipts are also required for a tax deductible donation.

You may email a scan of your documents to the GSA staff contact person organizing your travel or you may send it postal mail with attention to your GSA staff contact person or the GSA Executive Director to this address: The Geological Society of America; PO Box 9140; 3300 Penrose Place; Boulder, CO 80301. Travel reimbursement requests are to be submitted within two weeks of the meeting.