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| TITLE: TRAVEL | | PAGE 1 OF 1 |
| APPROVED BY: EXECUTIVE BOARD 2006 | EFFECTIVE DATE: 5/2006 | SUPERCEDES: NEW |

POLICY:

Person traveling on behalf of SICP will make their own travel arrangements and will be reimbursed based on preset guidelines as listed below.

Room and tax

Travel arrangements – includes train, air, rental car, other ground transportation and mileage

Parking fees incurred

Per Diem

A per diem will be awarded for each day traveling on SICP business including travel days. The per diem will be set using the government per diem rate. The maximum per diem allowed is \$64.00, which should be used to cover food and beverage expenses. Per Diem once paid becomes the property of the traveler. Should a meal be provided for the traveler at the event, the per diem will be adjusted to remove the corresponding amount from the per diem per the government rate.

Lodging

If a specific hotel is not being used for the event, HQ will make an effort to identify a hotel close to the event that is reasonable for that area. If a specific hotel is being used for the event SICP will pay the discounted rate given for that event.

Travel Arrangements

The traveler will make every effort to book travel arrangements (flight, train, rental car, mileage) that are reasonable in price as well as being fair to the traveler and considerate of their time. Mileage will be reimbursed at the government rate for private car use. Rental Cars will be approved on an individual basis per SICP HQ.