

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-F-005</b>	<b>SUBJECT: Section and Unit Travel Policy</b>
<b>ORIGINATION DATE: 1/5/97</b>	<b>ACCOUNTABILITY: Section Treasurer</b>
<b>APPROVAL DATE: 3/4/97</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 12/06/05</b>	<b>PAGE NO: 1 OF 4</b>

**1.0 OBJECTIVE**

1.1 This policy defines the normal travel reimbursement practices of the Section and its member units.

**2.0 APPLICABILITY**

2.1 This policy is applicable throughout the Section and to members of all Standing Committees of the Section.

2.2 The policy is applicable to Subsections, Task Groups, special committees and other units of the Minnesota Section.

**3.0 RELATED POLICIES AND PROCEDURES**

3.1 The Bylaws of the American Society for Quality

3.2 The Bylaws of the Minnesota Section ASQ

3.3 Minnesota Section Operations Manual

3.4 MSP-F-002, Position description, Treasurer

3.5 MSP-A-004, Position description, Section Chair

**4.0 SUPERSEDES**

4.1 MSP-F-005 approved 3/4/97 and revised on 5/7/02.

**5.0 TERMS AND DEFINITIONS**

5.1 Member Units: This policy refers to all organizations defined in Section 2.2 above.

5.2 "Area" or "territory" refers to travel within the geographic area served by the Minnesota Section.

5.3 "Out of area" or "out of territory" refers travel outside of the geographic areas served by the Section.

5.4 AQC: The Annual Congress of the Society.

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- 5.5 "Reasonable and prudent" shall be construed to mean expenses which represent the lowest cost consistent with the event or activity attended utilizing member or event discounts, early travel bookings when possible and accessibility to events or activities.
- 5.6 "Co-pay" or "co-Payment" refers to a member's employer or a cooperating organization who defrays a portion of a member's travel expenses.

**6.0 FORMS AND EXPENSE REPORTING**

- 6.1 Travel expenses will be reported on Section Check Request Form.

**7.0 TRAVEL BUDGETS**

- 7.1 Each Officer of the Section and its member units shall include in their annual budgets anticipated expenses for travel for the fiscal year. These expenses shall include:
- 7.1.1 Mileage
  - 7.1.2 Airfare
  - 7.1.3 Lodging
  - 7.1.4 Meals
  - 7.1.5 Event Registration
- 7.2 Expenses which are identified as being incurred for travel in area will be considered as being approved with the approval of the annual budget.
- 7.3 Expenses not budgeted or, which exceed the fiscal year budgeted amount, shall be approved by the Section Executive Board.

**8.0 MILEAGE REIMBURSEMENT**

- 8.1 Annually, the Section Treasurer shall determine the current authorized mileage allowance for automotive travel as established by the United States Internal Revenue Service and shall communicate this figure to all Officers and member units of the Section.
- 8.2 The following activities of the Section shall normally be eligible for mileage reimbursement subject to the approval of the appropriate Executive Board member of the Section.
- 8.2.1 Travel to and from meetings of the Executive Board, member unit boards and or member unit standing committees will be reimbursed when this travel is a distance of 30 miles one way in excess of normal travel to and from work and authorized by the Section Chair. Proof of mileage may be requested at the discretion of the Treasurer.

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- 8.2.2 Travel to and from class sites by instructors of Section or member unit education programs.
- 8.2.3 Speakers for Section or member unit programs.
- 8.2.4 Travel by Officers of the Section Executive Board when such travel is for the purpose of the administration of the Section or to advance the purposes of the Minnesota Section or its member units.
- 8.2.5 Travel by individuals engaged in outreach activities as representatives of the Minnesota Section or its member units.
- 8.2.6 Travel by contracted Staff in the performance of their duties.
- 8.2.7 Travel reimbursement for the Education Committee exam proctors falls under 8.2.1.

8.3 Other mileage expenses may be authorized by the Section Executive Board.

**9.0 OUT OF AREA TRAVEL**

- 9.1 Any out-of-area travel proposed shall be approved by the Section Chair or Executive Board.
- 9.2 The following out of area travel expenses are normally budgeted for and authorized on an annual basis.
  - 9.2.1 Travel, lodging, meals and registration to the AQC for:
    - a) The Incumbent Section Chair
    - b) The Section Chair-Elect
  - 9.2.2 For newly elected Fellows of the Society who are members of the Minnesota Section, AQC registration including registration for any banquet or meal associated with the activities of ASQ Fellows at the AQC. Any additional requested funds must be approved by the Executive Board.
- 9.3 When possible, Officers or members applying for reimbursement should make efforts to obtain co-payment from their employer.

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**10.0 TRAVEL BY COMMERCIAL CARRIER**

10.1 Travel by commercial carrier for Section or member unit business is reimbursed at the actual cost of such travel and shall be at the lowest practical cost.

**11.0 HOTEL/LODGING AND MEAL EXPENSES**

11.1 Hotel and/or lodging expenses is reimbursable at the lowest practical cost.

11.2 Meal expenses are reimbursable at cost plus 15% gratuity.

**12.0 APPROVAL**

12.1 Approved by the Minnesota Section ASQ Executive Board:

\_\_\_\_\_  
Section Chair

\_\_\_\_\_  
Section Secretary

\_\_\_\_\_  
Date