



SOCIETY FOR CHEMICAL HAZARD COMMUNICATION

TRAVEL REIMBURSEMENT AND HONORARIUM GUIDELINES

General

- These travel and expense guidelines are intended to be followed for most situations, and yet be flexible to maximize the benefits to SCHC. Deviations from these guidelines are possible, but prior approval from an Officer of the SCHC, (*i.e.*, the SCHC President, Vice-President, or Secretary-Treasurer) is required.
- Travel may be authorized by the Chair of the Program Committee or the Chair of the Professional Development Committee within limits established in the SCHC Standard Practice as authorized by the By-Laws. All other travel must be referred to, and authorized by an Officer of the SCHC prior to travel. No reciprocal approval of expense forms is permitted.
- In general, expense reimbursement is limited to economy flights, hotel stays needed for the meeting (hotel should be the one at which the SCHC conference is being held unless approved in advance -- typically one evening for domestic speakers and 2 evenings for international speakers), moderately priced meals (based on current [Government rates](#) for the District of Columbia) up to \$23 for breakfast, \$26 for lunch, and \$38 for dinner; excludes the cost of bottles of wine and alcoholic beverages beyond one reasonably priced drink with the meal), and transportation to/from the airport. SCHC will not reimburse for computer connection time in hotels or airports, use of hotel safes, in room entertainment, or cleaning services. Exceptions MUST be cleared by an Officer of the SCHC prior to approval.
- In general, SCHC will reimburse the most cost-effective mode of transportation/travel. If reimbursement is being sought for a more expensive option (*e.g.*, driving vs. flying) this must be approved in advance by an Officer of the SCHC.
- All expenses requiring reimbursement must include an itemized receipt. This includes receipts for accommodations, meals, and travel. Non-itemized copies of credit card billing slips are not acceptable for reimbursement purposes. Original receipts are not required. Scanned/e-mailed submission is preferred.
- All travel and activities for personal purposes taken during travel authorized by SCHC will be at the traveler's expense and not subject to reimbursement.
- **The deadline to submit expenses is 30 days following the event. SCHC will not reimburse beyond the 30-day window.**

Program Committee Authorized Travel

- Priority should be given to eligible speakers that are SCHC members to present on any given topic to reduce SCHC costs.
- At the time eligible speakers are contacted to be a part of an SCHC program, the SCHC Program Committee will provide them with the SCHC travel policy.
 - Eligible Speakers must make their hotel reservation prior to the 'cut off' date. SCHC will not be responsible for providing options for accommodations.
 - Eligible Speakers must make travel plans in accordance with these guidelines at least a month prior to the meeting date at which they will be speaking. These plans must be communicated with the Program Committee chair.
- Eligible Speakers who are SCHC members will be reminded by the Program Committee that the Society does not reimburse travel expenses for members who speak as part of the program.
 - The Program Committee may make an exception to this rule in the case that the speaker would not otherwise be able to attend the meeting AND the speaker is determined to be uniquely qualified to address the agenda topic.

Professional Development Authorized Travel

- The Society will reimburse travel expenses for all instructors teaching Professional Development courses given in conjunction with a Society meeting or as a course presented separately from a Society meeting for the duration of the course.
 - Instructors must make their hotel reservation prior to the 'cut off' date. SCHC will not be responsible for providing options for accommodations. SCHC will only reimburse the amount negotiated with the hotel in the event the instructor opts to stay at a different venue.
 - Instructors must make travel plans in accordance with these guidelines at least a month prior to the meeting date at which they will be speaking. These plans must be communicated with the Professional Development Committee chair.
- Instructors who are not members of the Society will be invited to attend the plenary sessions of the meetings without being asked to pay registration fees, but expenses for additional room and board will be the instructor's responsibility.
- Instructors who are Society members who also attend the plenary sessions are expected to pay their own expenses for room and board. Instructors who are members are also expected to pay the normal registration fees for the meeting.

Modes of Transportation for Speakers and Instructors

Personal Vehicle

Individuals are authorized to utilize personal vehicles for transportation on behalf of SCHC (SCHC does not cover automobile insurance liability) when such use results in lower or equivalent reimbursable expense to SCHC than other forms of public transportation. Individuals are encouraged to review airfares versus mileage prior to making a decision to drive. Reimbursable expenses include tolls and parking in addition to the then current U.S. government allowed mileage expense (<https://www.irs.gov/tax-professionals/standard-mileage-rates>). Gas usage is included in the mileage reimbursement and cannot be billed separately.

Automobile Rental

With pre-approval, individuals are authorized to rent automobiles on behalf of SCHC when auto rental results in lower total reimbursable expense to SCHC than other forms of public transportation. SCHC does not cover automobile insurance liability. In general, taxis, vans, rapid transit, subways, and buses are expected to be of less cost for longer stays at a particular location. Automobile rental may be of less cost if long-distance ground transport is needed over a 1- or 2-day period.

Ground Transportation

Individuals are authorized to use ground transportation (taxis, vans, rapid transit, subways, and buses) as needed on travel for SCHC business.

Airline Travel

Approved airline travel is expected to be by coach, or economy, and when possible, by non-refundable advance purchase and is expected **not to exceed \$1000 USD** per round trip flight. The fare is expected to be based upon the lowest cost routing from the individual's local airport to the local airport at destination. Deviations from these guidelines are possible, but prior approval from an Officer of the SCHC is required.

Airline travel arrangements should be made at the earliest opportunity after which travel plans are confirmed. Non-refundable discount tickets based on advance purchase should be utilized if individuals are reasonably certain that the travel will be accomplished as scheduled. Refundable discount tickets based on advance purchase should be utilized if individuals are not certain that the travel will be accomplished as scheduled. Reimbursement for cancelled travel plans will be determined by the SCHC Officers on a case-by-case basis.

Rail Travel

All rail travel is expected to be by coach or economy, and when possible, by non-refundable advance purchase. The fare is expected to be based upon least cost routing from the individual's local railway station to the local railway station at destination. Rail travel arrangements should be made at the earliest opportunity after which travel plans are confirmed. Non-refundable discount tickets based on advance purchase should be utilized if individuals are reasonably certain that the travel will be accomplished as scheduled. Refundable discount tickets based on advance purchase should be utilized if individuals are not certain that the travel will be accomplished as scheduled. Reimbursement for cancelled travel plans will be determined by the SCHC Officers on a case-by-case basis.

Lodging

Individuals attending SCHC events are expected to use accommodations consistent with any pre-arranged agreements established by SCHC. In the absence of pre-arranged agreements, individuals are expected to utilize accommodations generally expected to be mid-priced (*i.e.*, priced above budget accommodations and below exclusive or luxury accommodations). Hotels should be within a convenient travel distance to the meeting facility. As indicated under Airline Travel, if the traveler can achieve overall lower expense to SCHC by staying extra night(s) at the travel location, SCHC will honor extra night accommodation charges provided that they are authorized in advance by an Officer of the SCHC. Hotel/motel expenses customarily include the night prior to or immediately after an event and the nights between the days of the event. For example, if you cannot reasonably be expected to arrive on the same day that you are speaking, then arriving the night before is permitted. Likewise, if your speaking schedule is such that you cannot leave the same day as speaking, then an additional night is authorized.

Meals

The cost of meals shall be reimbursed while on approved SCHC travel. Meals shall be reimbursed up to the current established per diem rates for the [District of Columbia](#) (**excludes the cost of bottles of wine and alcoholic beverages beyond one drink with the meal**). Reimbursement of meals is not authorized when the meal in question is provided as part of the SCHC course and/or meeting (*i.e.*, breakfast and/or lunch is provided with a course). In no case will meals be reimbursed for more than \$23 for breakfast, \$26 for lunch, and \$38 for dinner.

Incidental Expenses

Gratuities may be extended for services in accordance with generally accepted standards. Such gratuities may include tips to waiters and waitresses, baggage handlers, taxi drivers, etc. Receipts for gratuities are not required for reimbursement but must be reasonable.

Computer connection time for non-SCHC related business is not eligible for reimbursement.

Telephone calls, other than those related to specific SCHC business, are not eligible for reimbursement.

Rental of hotel safes is not eligible for reimbursement.

Download the [SCHC Travel Reimbursement Form](#)