

Minnesota American Water Works Association
Travel Authorization Form

Submit this form and a list of estimated itemized expenses to the Secretary-Treasurer (or to the Section Chair if the traveler is the Secretary-Treasurer).

Volunteer Traveling:

Name _____ Title/Affiliation _____

Address _____

City, State, Zip _____

Telephone _____ E-mail _____

Event and Location _____

Dates of Event _____

Dates of Travel _____

This meeting is is not (circle one) budgeted; if this meeting is not budgeted, it is being substituted for the budgeted meeting at (location) _____

The Travel Authorization Form must be accompanied by the Itemized Estimate of Expenses.

If the traveler is extending his or her stay in advance of or beyond the dates of the event for personal reasons, the lodging and per diem expenses will be reimbursed only for the dates necessary for travel to get to and from the event. If a savings in airfare results from staying additional days (such as a Saturday-night stayover), additional lodging and per diem expenses will apply provided that these expenses are less than the savings incurred by the additional stay.

For AWWA office use only:

Recommended for approval _____, _____
Section Chair/Secretary-Treasurer Date

Itemized Estimate of Expenses

Travel Expenses to and from Destination

Mileage (total round-trip miles) x current IRS mileage rate _____

or

Train or Airfare _____

Associated costs (Taxi/parking at departure site,
ground transportation at destination) _____

Only the lowest cost option among coach travel by commercial airline or railway or mileage at the current IRS mileage rate will be reimbursed. If a member chooses by a different means, he or she will be reimbursed only for the estimated expenses that would be incurred by traveling the least expensive way. Included in expenses that will not be reimbursed if a member chooses to drive rather than fly, if flying is the least expensive option, are additional lodging and per diem expenses that are incurred because of the longer duration of a trip. If a member travels by car and carries additional members whose expenses are being covered by the section, the reimbursement can be adjusted to account for this. In this case, it would be helpful for the travel authorization information and itemized expenses from all members in the party to be submitted at the same time.

Expenses at Destination

Lodging _____

Additional Transportation (beyond costs of getting
to and from the airport or rail station) _____

Meals (per-diem expenses will not be paid for meals
that are a part of the event being attended) _____

Other Costs: (List)

Type _____ Cost _____

Type _____ Cost _____

Type _____ Cost _____

Type _____ Cost _____

A rental car will be reimbursed only if it is needed. Otherwise, costs of ground transportation will be reimbursed in line with the travel policy. If a member chooses to rent a car, he or she may be reimbursed for ground transportation expenses that would have otherwise been incurred (such as a shuttle from the airport to the hotel). Hotel parking expenses for a rental car will not be reimbursed.

Comments or Explanation of costs (if needed):