



## FIN-102: Travel Policy – February 02, 2016

This Travel Policy lists the approved conditions for travel reimbursement from the INCOSE International Annual Budget. This policy applies to the INCOSE International Annual Budget and is a guideline for travel reimbursement on Chapter level. Chapters that manage their own budgets may define a different travel policy. Travel should be planned, conducted and reimbursed in alignment with documented *INCOSE Principles* and the *Expense Reimbursement Procedure*. We seek fairness across INCOSE, and where we spend budget on travel we seek to achieve impact. We do not pay travel expenses for volunteers fulfilling the basic commitments and regular responsibilities of the roles to which they were elected or appointed.

Travel reimbursement should be reflected in INCOSE’s Annual Operating Plan and captured in the current year budget. All travelers requesting reimbursement for INCOSE travel *must* have approval to travel from the responsible Director or Officer *before* travel commences even if it is identified in the current year budget. In no case may anyone self-approve travel. Travel approval and reimbursement will be consistent with the process depicted in Appendix A and the guidelines below.

All travel requests will indicate a clear and thorough business purpose for all segments of the trip including the specific goal or objective supported. Potential travelers must complete the request form in Appendix B and the evaluation of Requested Travel form in Appendix C.

Given these principles, the following will be funded in accordance with established approved budgets and the indicated approval.

Travel	Approver
<p><b>1. Funded with Contract Approval:</b> We assess requests to fund travel based on the impact/value that will result, judged against the INCOSE mission, vision, and strategic objectives. Certain agreements with other organizations (e.g. MOU, MOA) require that we fund INCOSE members to attend external events or working groups. The following will be funded in accordance with established approved budgets and the indicated approval.</p>	
<p>1.1. Contractors in accordance with the contract statement of work, work order, or other agreement, with prior approval by President or President-Elect, including INCOSE Central personnel and Certification Program Manager</p>	<p>Appropriate Director (with prior AOP/ Budget Approval)</p>
<p>1.2. INCOSE representatives attending external meetings in accordance with current, signed Memoranda of Understanding or Memoranda of Agreement commitments (e.g. ISO, GEOSS, ABET, NDIA)</p>	<p>Appropriate Director or President/ President-Elect</p>
<p>1.3 External speakers attending the International Workshop or International Symposium as keynote speakers and therefore</p>	<p>Appropriate Director (with prior AOP/</p>



funded by the Conference revenue.	Budget Approval)
<p><b>2. Funded with Budget Approval:</b>          We assess requests to fund travel based on the assessed impact and value that will result, evaluated against the INCOSE mission, vision, and strategic objectives. The following are viewed somewhat favorably and may be funded in accordance with established approved budgets, the assessment, and the indicated approval.</p>	
2.1. Sector Directors visiting chapters in their sector as per the charter and consistent with the approved budget.	President or President-Elect
2.2. INCOSE members funded by specific budget line items (e.g. Outreach, Events, Sectors, or Technical Operations), who have included travel budget which is incorporated in the approved annual budget. We do not fund individual members attending INCOSE Events, except where the appropriate Director deems it essential to either the success of the event or the achievement of their strategy objectives. Amplifying examples are presented in Appendix D.	Appropriate Director (with prior AOP/ Budget Approval)
<p><b>3. Approve/Disapprove Exceptional Un-budgeted Cases:</b>          These cases should be rare and will be viewed unfavourably and therefore are unlikely to be accepted. Directors may identify potential cases for funded travel outside the annual budgeting process. These should be initially reviewed by Director using the rubric in Appendix B. If Director supports the travel, it shall be proposed to Planning and Budgeting Committee. If the Committee deems the request both reasonable and supportable, approval can be sought from an Officer as below.</p>	
3.1. INCOSE Board of Directors (BoD) members visiting chapters, or attending BoD meetings. This does not include normal cases of BoD members participating in BoD meetings.	President or President-Elect
3.2. INCOSE Ambassadors & those in “outreach” roles visiting new locations.	President or President-Elect
3.3. INCOSE BoD members (voting and non-voting)/other leaders presenting at external events (e.g. IEEE conferences).	President or President-Elect
3.4. INCOSE President or President-Elect presenting at external events (e.g. IEEE conferences).	Treasurer or Secretary

Travel reimbursement will only be completed when submitted with the current INCOSE Travel expense form found on the INCOSE Connect website.

**SUPERSEDES: None**

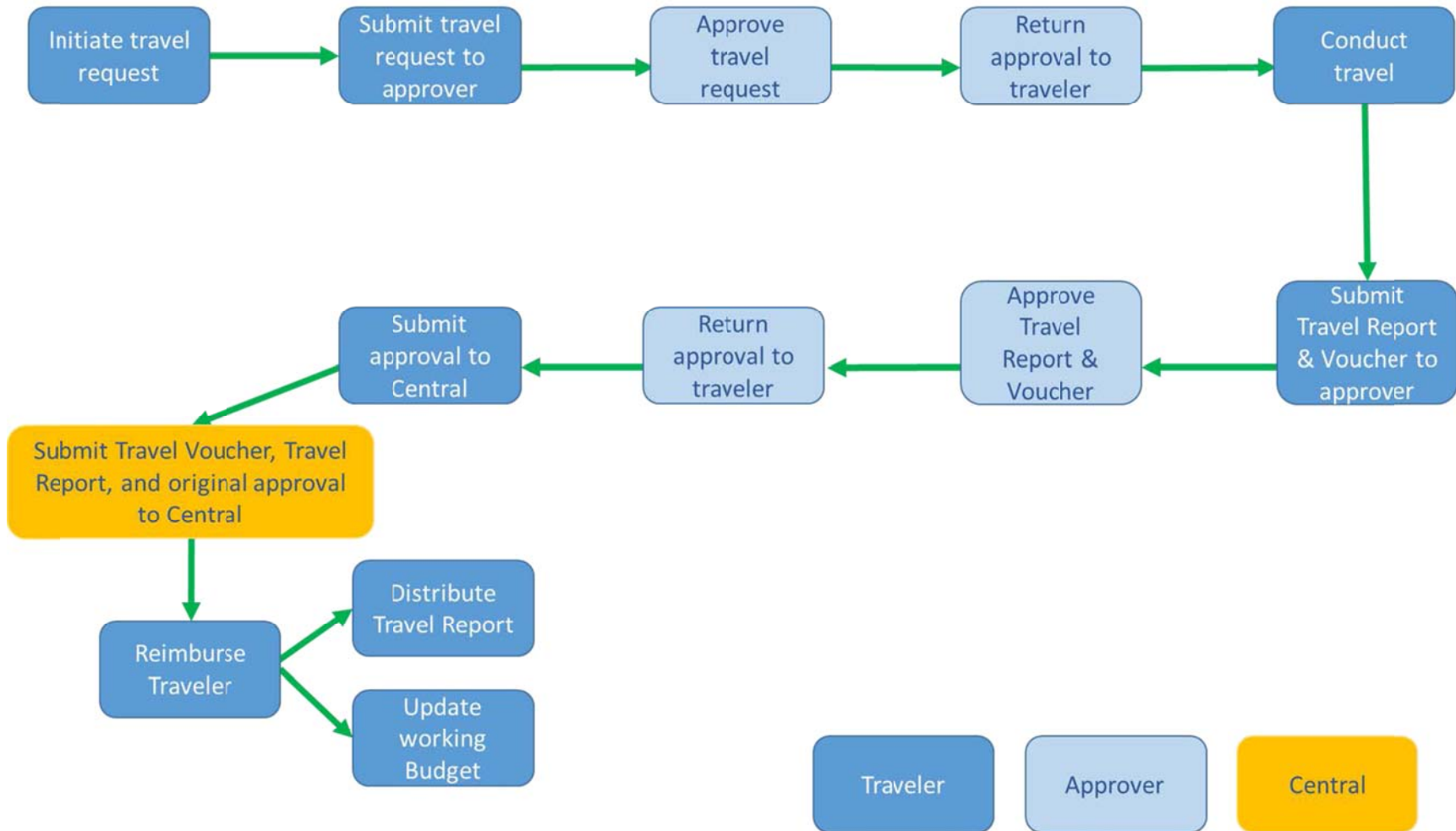
**APPROVED BY: INCOSE Board of Directors, Torrance, LA, USA – February 02, 2016**



**MAINTAINED BY: Treasurer**




## APPENDIX A: TRAVEL REQUEST WORKFLOW





## APPENDIX B – TRAVEL AUTHORIZATION REQUEST

	<h1>Travel Authorization Request</h1>
	<p>Travel Authorization Number # <u>TA – 00</u></p> <p>Please use this number as reference when preparing Travel Voucher</p>

Trip Information	
Trip name	
Trip purpose	
Budget Line Item	
Budget Estimate (ceiling)	
Destination(s)	
Departure date	
Return date	
Projected transportation cost (air/rail/car)	
Projected accommodation cost	
Projected ground transportation cost	
Projected meals cost	
Projected meeting registration	
Projected other miscellaneous costs	
<b>Estimated total cost</b>	

**Notes:**

<b>Submitted by</b>	<b>Date</b>
<b>Approved by</b>	<b>Date</b>
<b>Approved by</b>	<b>Date</b>



**APPENDIX C: EVALUATION OF REQUESTED TRAVEL**

<b>Name of Trip</b>	
<b>Purpose</b>	
<b>Location of trip/Name of meeting</b>	
<b>Travel and Associated Costs (Ceiling)</b>	
<b>Background – Provide a clear rationale for participation</b>	
<b>Value exchange to INCOSE in cash or in kind</b>	

<b>Travel supports Goal/Principle</b>	<b>Impact</b>	<b>Partnership</b>	<b>Holism</b>	<b>Differentiation</b>	<b>Volunteer</b>
<b>Growth</b>					
<b>Alliances</b>					
<b>Education</b>					
<b>Products</b>					
<b>Forums</b>					
<b>Competency</b>					
<b>Transformation</b>					



## **APPENDIX D: AMPLIFYING EXAMPLES**

INCOSE has developed Principles to guide us as we try to ensure fairness for all members. Further, as good stewards of the organization and its funds, it is incumbent on all to assure that decisions to spend budget on travel align with achieving impact. We acknowledge that no policy will cover all eventualities however; these examples are included to enhance the application of the policy.

The following types of travel may be approved if they are aligned with available budget, defined priorities, and Board of Directors approved activities that further the goals and objectives of the organization. These are examples only and may vary by year because of variation in INCOSE budget and relative priorities between activities:

- Representative of Developing Chapter identified and invited by the Sector Director to attend IW with the express intent to return to the Chapter with detailed content.
- Leaders (Tech Ops, Sectors, Chapters, CAB, Outreach Ambassadors) invited by Directors to attend international INCOSE meetings.
- Representatives of Chapter level WGs invited by the Director of TechOps to attend IW.
- Student Members who are full time “traditional” students invited by a Director to participate in IW or IS, with the express intent of growing student membership and engagement in a Chapter or Region.
- Leadership Institute participants attending IW or IS.