



## **FIN-102: Travel Policy – 20 April 2023**

### **Purpose**

This Travel Policy defines the approved conditions for travel reimbursement in support of executing the INCOSE Annual Operating Plan (AOP).

### **Applicability**

This policy applies to the INCOSE AOP and is a guideline for travel reimbursement on Chapter level. Chapters that manage their own budgets may define a different travel policy. Travel shall be planned, conducted and reimbursed in alignment with documented *INCOSE Guidelines* (see Appendix B) and the *Expense Reimbursement Procedure FIN-PROC-01*. We seek fairness across INCOSE, and where we spend budget on travel we seek to achieve impact.

### **Definitions**

**Funded as Part of Commitment:** Certain agreements (e.g. Memoranda of Understanding (MOU) or Memoranda of Agreement (MOA)) with other organizations require that we fund INCOSE members to attend external events or working groups.

**Funded with Budget Approval:** The relevant travel is identified in the AOP and associated budget (see *Long Range and Annual Planning policy BOD-103*).

**Ad-hoc Exceptional Un-budgeted Cases:** Makes provision for unforeseen, hence unplanned and not budgeted for, expenses deriving from opportunities that arise from INCOSE's pursuit of its Strategic Objectives.

### **Policy Content**

Travel reimbursement should be reflected in the AOP and associated 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, the *INCOSE Guidelines* in Appendix B, and the *Expense Reimbursement Procedure FIN-PROC-01*.

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 *Travel Request Form FIN-FORM-01*. Vendors/Contractors are exempt from this requirement if they are conducting travel in accordance with their contractual obligations; they shall communicate their travel intent with the appropriate budget holder.

Other documentation necessary for reimbursement is described in *Expense Reimbursement Procedure FIN-PROC-01*.



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 as Part of Commitment:</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, contracts) require that we fund INCOSE members to attend external events, working groups, or business meetings. The following will be funded in accordance with established approved budgets and the indicated approval.</p>	
<p>1.1. Vendors / 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 or events in accordance with current, signed MOU or MOA commitments (e.g. ISO, GEOSS, ABET, NDIA, SAE, IEEE, PMI).</p>	<p>Appropriate Director or President/ President-Elect (with prior AOP/ Budget approval – some exceptions for new needs or agreements)</p>
<p>1.3. External speakers attending the International Workshop (IW), International Symposium (IS), or other INCOSE events, as keynote speakers or invited speakers and therefore funded by the conference revenue.</p>	<p>Appropriate Director (with prior AOP/ Budget Approval)</p>
<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>	
<p>2.1. Sector Directors visiting chapters in their sector as per the charter and consistent with the approved budget.</p>	<p>President or President-Elect</p>
<p>2.2. INCOSE members and vendors / contractors funded by specific budget line items (e.g. Outreach, Events and Sectors), who have included travel budget which is incorporated in the approved annual budget. We do not fund individual members and vendors / contractors attending INCOSE events, except where the appropriate Director deems it essential to either the success</p>	<p>Appropriate Director (with prior AOP/ Budget Approval)</p>



of the event or the achievement of their strategy objectives. Amplifying examples are presented in Appendix B.	
2.3. Officers or Directors representing INCOSE in an official capacity at a Sector or Chapter event or at meetings with an MOU/MOA organization and consistent with the approved budget.	President or President-Elect
<p><b>3. Ad-hoc Exceptional Un-budgeted Cases:</b>          These cases should be rare, will be viewed unfavorably, and therefore are unlikely to be accepted. Directors may identify potential cases for funded travel outside the annual budgeting process. These should initially be reviewed by the Director using the rubric in <i>Travel Request Form FIN-FORM-01</i>. If the Director supports the travel, it shall be proposed to the Budget and Planning 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 meetings in an official capacity. This does not include normal cases of BoD members participating in BoD meetings.	President, President-elect, Treasurer or Secretary (cannot self-approve)
3.2. INCOSE representatives visiting new locations.	President or President-Elect
3.3. INCOSE President, President-Elect, or other Officers, BoD members (voting and non-voting), or other leaders presenting at external events in an official capacity (e.g. IEEE conferences).	President, President-elect, Treasurer or Secretary (cannot self-approve)

Travel reimbursement will only be completed upon submission and approval of the *Expense Reimbursement Form FIN-FORM-02* (or online submission, if INCOSE adopts an integrated expense management application before this policy is next updated) completed in accordance with the *Expense Reimbursement Procedure FIN-PROC-01*.

### Consequences of Non-Compliance

INCOSE will deny financial reimbursement to the applicant if there are any non-compliances to this policy. Non-compliances will be noted and communicated to the submitter for resolution. When the expense has not been pre-approved and coordinated internally, the request may be denied without further resolution.

### Gifts and Hospitality

INCOSE officers, directors and representatives who travel on behalf of the organization must abide by the code of conduct the INCOSE *Gifts and Hospitality Policy FIN-105*.



### **Related Policies**

BOD-103: Long Range and Annual Planning

FIN-105: Gifts and Hospitality

### **Related Procedures and Forms**

FIN-PROC-01: Expense Reimbursement Procedure

FIN-FORM-01: Travel Request Form

FIN-FORM-02: Expense Reimbursement Form

**SUPERSEDES: FIN-102 dated 22 April 2022**

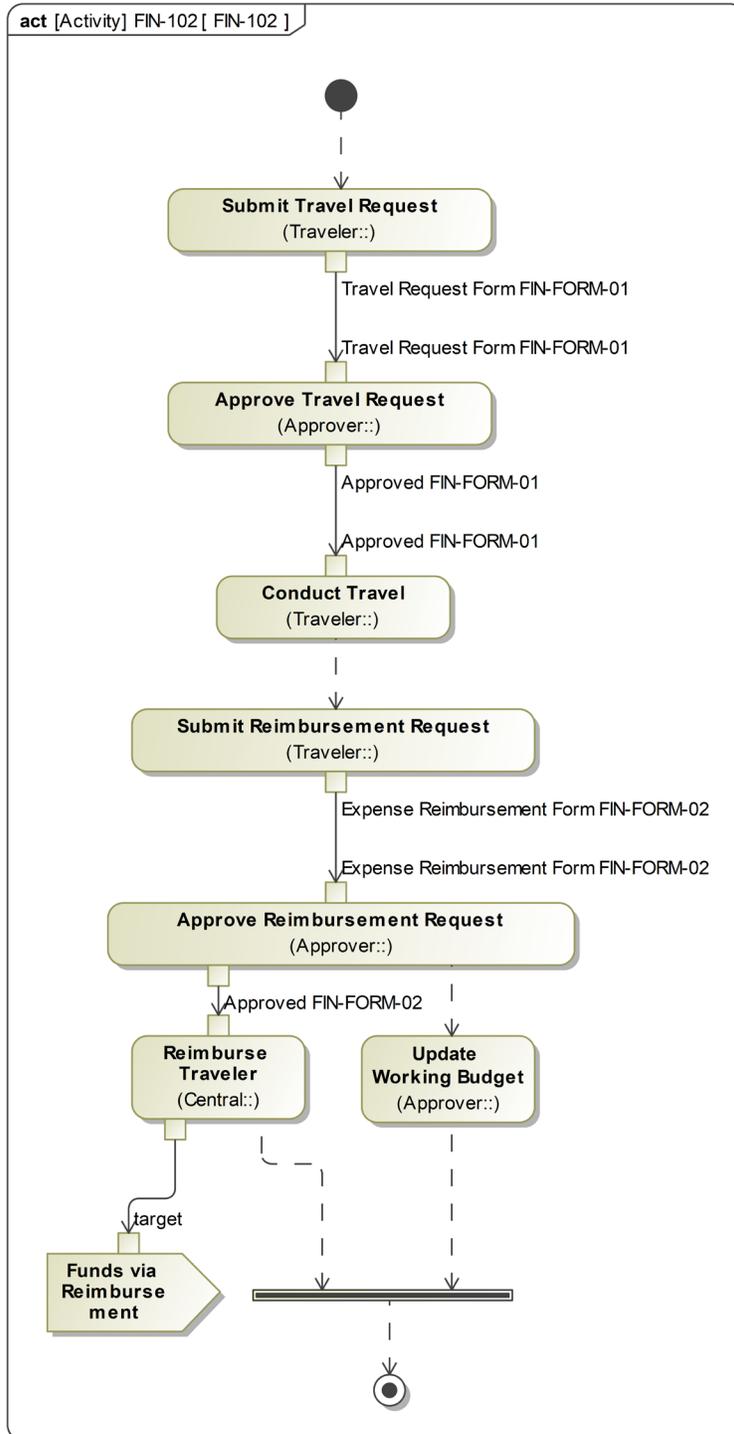
**APPROVED BY: INCOSE Board of Directors, Q2 Board Meeting, Virtual, 20 April 2023**

**MAINTAINED BY: (RACI Responsible R): Treasurer**

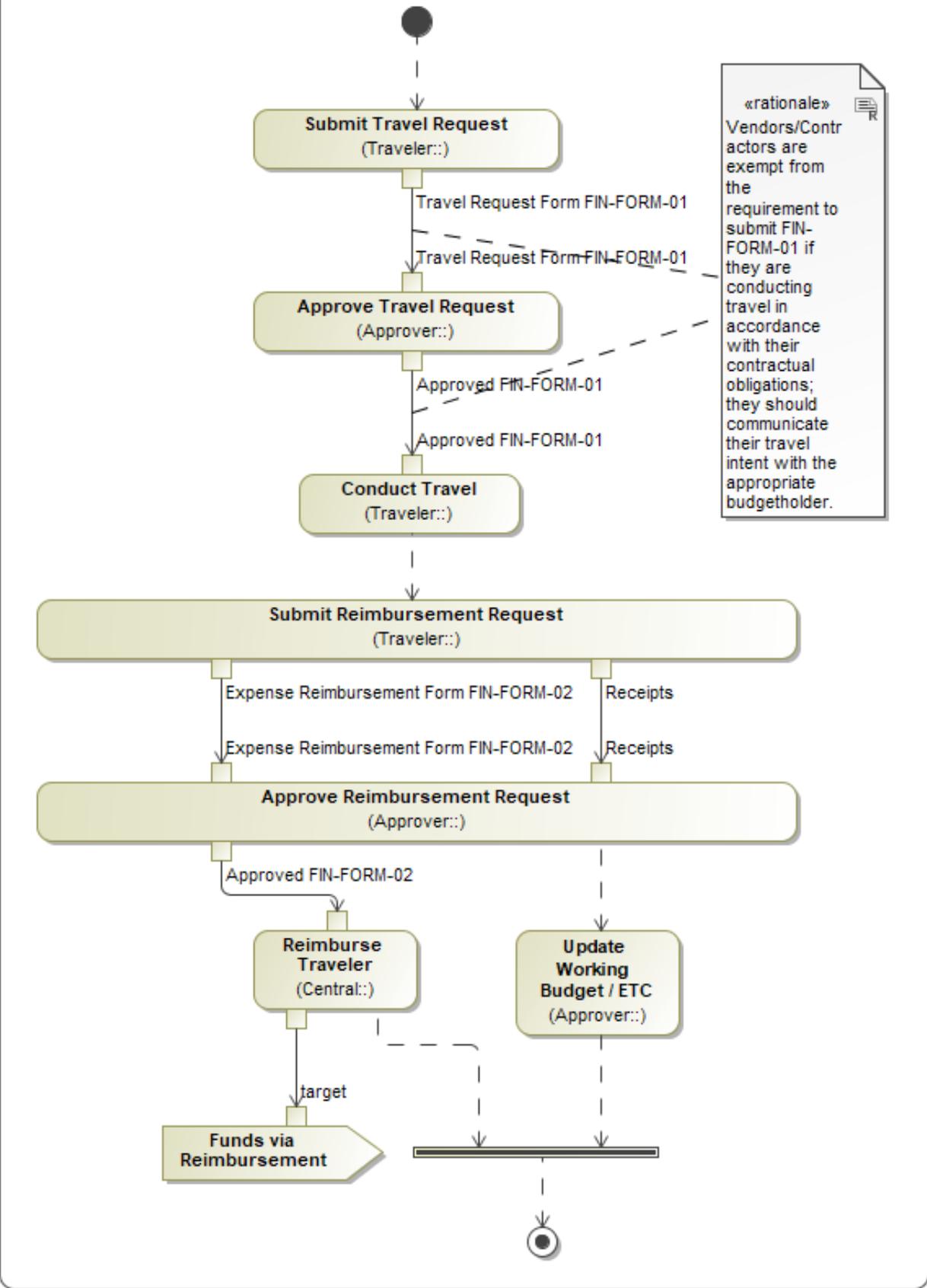
**POLICY OWNER: (RACI Accountable A): President-Elect**



# APPENDIX A: TRAVEL REQUEST WORKFLOW



act [Activity] FIN-102 [ FIN-102 ]





Note: Exceptions where travel expenses are incurred and paid may be considered for reimbursement prior to conducting the travel on a case-by-case basis.



## **APPENDIX B: INCOSE GUIDELINES**

INCOSE has developed guidelines 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 the available budget, defined priorities, and BoD 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 (Technical Operations, Services Operations, Sectors, Chapters, CAB, Outreach Ambassadors) invited by Directors to attend international INCOSE meetings.
- Representatives of Chapter level WGs invited by the Technical Director 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.
- Technical Leadership Institute participants attending IW or IS.