

WPPI Energy Policy for Conference Travel Expenses

The guidelines governing reimbursable expenses for conference travel by scholarship recipients reflect the business expense policy set forth in the WPPI Energy employee handbook.

Overview

WPPI will reimburse scholarship recipients (in most cases the member utility) for reasonable and necessary expenses incurred in connection with the specified conference. "Reasonable" depends upon location and other factors. Conference attendees are expected to make the judgment as to reasonableness within the parameters set forth below.

Examples of reimbursable costs include:

- **Conference Registration.** WPPI will pay the cost of attending the conference. Any pre-conference or seminar sessions will be incurred by the attendee.
- **Lodging.** WPPI will pay the cost incurred for a single, standard occupancy room during the conference. When possible, a government rate should be sought.

When possible, WPPI arranges for direct billing with the conference hotel. This eliminates the need for the conference attendee to charge lodging costs on his/her personal credit card. WPPI still requires conference attendees to supply receipts for all costs.

- **Airfare.** WPPI will pay for the cost of airfare and other necessary transportation. Air travel should be coordinated and/or arranged through WPPI on a least-cost basis. If air travel is not arranged through WPPI, the cost may be questioned and may be disallowed if clearly unreasonable. Frequent flyer miles obtained on travel may be retained by the conference attendee for the attendee's benefit.
 - **Typically WPPI pays for travel to a conference the day before the conference officially begins in time for the arrival night reception.** If the attendee would like to travel on alternate days, the additional expense will be incurred by the attendee. For example, most APPA Conferences begin Sunday evening with a reception and go through Wednesday morning which would include a flight on Sunday, a flight home on Wednesday, and a hotel stay for three nights. If the attendee wanted to fly out early on Saturday for the conference, the additional cost of the flight on Saturday (if any) and extra hotel night will be incurred by the attendee.
- **Taxi/Shuttle Fares/Car Rentals.** WPPI will pay for taxi or shuttle fares between the airport and hotel plus a reasonable tip (10-15%). If the cost of a shuttle or taxi between the airport and hotel exceeds the cost of a rental car, WPPI will pay for the cost of the rental car. WPPI encourages conference attendees to share a rental car in this situation.

- **Meals.** WPPI will pay for the actual cost of three reasonably priced meals per day. Tips should be in the range of 15-20%, assuming satisfactory service. In general, and depending upon location, the daily cost of three meals should not exceed \$50.
- **Phone charges.** WPPI will pay the actual cost of one phone call home each night that a conference attendee is away from home. The cost of reasonable local phone charges will be reimbursed.
- **Other.**
 - Highway tolls and parking fees.
 - The cost of storage and handling of bags.

Examples of expenses that are generally not reimbursable include:

- Entertainment costs, such as the consumption of alcoholic beverages beyond a beverage with an evening meal, and expenses such as golf.
- Hotel in-room movies or internet service, unless service is necessary for business purposes.
- Meals for spouses or companions, unless a member is being entertained with his or her spouse.
- Costs of use of spas or gyms in hotels, etc. when traveling.

(Any expense receipt that includes both business and personal expenses, such as a spouse's meal or the incremental cost of a double room, should be identified and prorated.)

To Seek Reimbursement

WPPI requires that receipts for all costs be submitted to the Marketing & Outreach Specialist or Accounting Clerk for reimbursement within 30 days of travel. Scholarship recipients must provide a report substantiating the amount, date, use and business purpose of the expenses. Scanned original receipts must be submitted with the report regardless of the amount of the expense.

It is the conference attendee's responsibility to be sure that any expense reimbursement request he or she submits is consistent with these guidelines. If an exception is sought, that exception should be identified and approved or denied by WPPI.