

**IAWP BOARD TRAVEL POLICY**

**1. Purpose:**

The purpose of the IAWP Board Travel Policy is to outreach and network with kindred associations, policy-making groups and others who are focused on the future of women in policing issues.

**2. Objective:**

To prioritize these requests and facilitate IAWP participation when expenses are incurred. Priority should be given to organizations, meetings, and focus groups which are in concert with the Vision and Mission of the IAWP.

**3. Procedures:**

- 3.1. Priority should be given to IAWP participation with other organizations, meetings, and focus groups, which are in concert with the Vision and Mission of the IAWP.
- 3.2. The President, based on her knowledge of specific needs for a particular IAWP Region or policing agency, may also assess priority. As IAWP is frequently invited to participate in focus groups, training presentations, and policy-making circles, the President shall assess and prioritize invitations individually to consider the financial impact and benefit to the IAWP.
- 3.3. The President, or designee, will be the official representative of the IAWP at all events approved for participation. The IAWP representative will prepare for the event with consideration for potential political, educational and media implications.
- 3.4. Reimbursements to offset travel expenses of the President or designee will be determined based on the approved IAWP budget or availability of other funding. The amount assigned to this fund will be approved within the Annual Budget Proposal at the late meeting of the Board of Directors.
- 3.5. The Treasurer shall present a financial statement (explanation and breakdown of expenditure) of the expenditures from IAWP Board Travel Policy funds at the IAWP late Board meeting.
- 3.6. Transport costs will be covered by IAWP and whenever practicable booked using the IAWP credit card or via an approved travel agent. In addition reimbursements will be made on a per diem basis in line with the [per diem rates for foreign travel](#) (determined by location visited) as declared by the U.S. State Department. The per diem rate will be either "Maximum per diem rate" to include accommodation, meals and incidental expenses (noting the maximum amount to be used for lodging), or if accommodation is booked by the IAWP then the lower per diem rate will be paid to cover meals and incidental expenses (M & IE rate). For travel within the United States, the per diem rates used will be as determined by the U.S. General Services Administration ([GSA](#)). All receipts are to be submitted to the IAWP Treasurer.

- 3.7. Approval for expenditures will be in compliance with the IAWP Financial Management Policy.
- 3.8. The President, or designee attending an event as a representative of IAWP, will prepare a report for the Board of Directors detailing the benefits to IAWP and to the requesting parties. The report shall address the Purpose and Objective of this Board Travel Policy and how this particular travel addressed the Mission and Vision of IAWP.

***Adopted April 2001***

***Amended April 12, 2002***

***Amended April 2, 2004 – format only***

***Amended September 16, 2006***

***Amended September 18, 2009 – to content and format***

***Amended September 24, 2010 – to content and format***

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