



Section:	4. Travel
Subpart:	4.1. Funding
Policy No.:	4.1.2.
Title:	Non-Standard Travel
Effective:	January 2010
Revised:	May 2016

Approval of Non-Standard Travel

Purpose: This policy is issued by the NCWM Board of Directors to create a protocol for approval of travel for purposes other than expected in the routine conduct of NCWM business.

Background: Occasionally, invitations may be received or opportunities may arise where it would benefit NCWM's objectives for staff or NCWM members to travel to events outside of the normal protocol of the NCWM meeting structure. In these cases, staff and the Board of Directors would benefit from a systematic approach to submit requests and to approve or disapprove. The process needs to be simple, yet accountable. The following policy is established to meet those objectives.

Policy:

1. The person making the request will submit a request for travel, using the appropriate request form, to the NCWM office for NCWM Chair approval. The request form will provide dates, description of the event, the purpose in attending and the estimated costs. The request form is available upon request from NCWM.
2. All travel will be reimbursed with NCWM Policy 4.1.1. Travel Policy.