Pioneers Business Travel Policy
May 11, 2026

1. TRAVEL

All business travel must be approved, and reasonable expenses discussed with the immediate Pioneers Director or Board in advance of travel and prior to incurring expenses and documented in the meeting minutes.

a. With the advent of virtual meetings, no more than two (2) Face-to-Face (FTF) **meetings**/**assemblies** should be scheduled per year. A meeting is defined as any in person event where Pioneers expenses will be reimbursed for items other than materials.
b. The meeting **should be held within the geographical area of the unit.**
c. Should not require more than three **to four** days for FTF meetings.
    a. One day to reach destination
    b. Second and/or third to conduct meeting and complete project.
    c. Third or fourth day to travel home.
d. FTF meetings are working sessions, and vacation destinations and upscale hotels are not appropriate.
e. A project is encouraged at all meetings
f. Business meetings are not vacation opportunities.
g. If a unit conducts fellowship/luncheon meetings, up to two (2) additional meetings are allowed, but only the meal will be eligible for reimbursement.

A. Travel Arrangements

Every effort should be made to make advance **travel arrangements to minimize costs to the Pioneers Organization**. Whenever possible, Pioneers are to arrange transportation in the least expensive way possible by securing available discounts and special rates by booking their own travel through on-line reservation systems**.**

B. Travel by Air

Airline tickets should be purchased at the lowest available commercial rate. Pioneers may select the lowest fare from among any of the major airline carriers and need not select a discount carrier. The Pioneers Organization

will not reimburse for first class travel unless there are extenuating circumstances or health reasons that prohibit travel in coach. If a Pioneer chooses to fly first-class, the difference between first-class fare and the lowest available commercial fare must be segregated and will not be reimbursed. All upgrades are at the expense of the Pioneers traveler being reimbursed.

Carrier selection should be influenced by price, not by the traveler's frequent flyer affiliation(s).
The lowest available commercial airfare will take precedence over frequent flyer programs. Use
of frequent flyer miles for business travel is supported and appreciated, however, there will be no reimbursement since no actual expense is incurred and no tax basis can be determined.

An original airline ticket, itinerary, or receipt must be attached to the Travel Expense voucher. The documentation must clearly show the date, points of departure and arrival, and the total amount paid.

C. Rental Vehicles

Rental vehicles should be used only when less expensive transportation is not available. When a rental is necessary, Pioneers should check with their own personal carrier regarding rental car insurance coverage. Pioneers should purchase the rental car insurance coverage offered by the rental agency only when it is deemed cost effective and/or not covered by personal auto insurance. Only those listed on the rental agreement are allowed to drive the rental vehicle.

D. Use of Personal Vehicle

The Pioneers Organization does not reimburse the cost of driving a personal car between home and a place of work or business. Pioneers may use their personal vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation. For business-related use of a Pioneers vehicle, **the Pioneer will be reimbursed at a rate consistent with the Federal IRS approved highway mileage guidelines. If mileage reimbursement exceeds the**

IRS limits ($600 in a fiscal year) a 1099 is issued for the difference between the IRS Volunteer travel rate (currently 14 cents) and the amount approved by your chapter.

Mileage reimbursement covers fuel, maintenance, insurance, and operating costs. Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance.

Mileage reimbursement, if any, will be set at the Chapter level and will apply to all subunits under that Chapter. Mileage maximum may not exceed whatever the current Group sets, not to exceed what the Federal IRS approved highway mileage guidelines are for Business Travel. Approved mileage reimbursement, if any, will be entered on the Approved **Authorized Signatures** form at the beginning of each fiscal year. The Approver is responsible for verifying that the approved Chapter mileage rate is being used.

- The Governance committee decided a reasonable reimbursement should be set at **$.40 per mile**.
- AT&T, Legacy West and New Vision Group have already agreed to this concept.
- If you claim mileage, document the starting and ending point, total miles, and the rate you are claiming. **A map, driving directions, or link to a map with total mileage is required**.
- No gas receipts will be accepted in lieu of mileage figures.

A personal vehicle may be used in lieu of air travel. Mileage should be calculated door to door, round trip, using the current Federal IRS approved highway mileage guidelines. The airfare for that same timeframe should be determined. Whichever is the lower rate of travel is what will be reimbursed to the Pioneer. All documentation must accompany the Travel Voucher.

Personal/vacation travel may be combined with Pioneers business travel provided there is no additional cost to the Pioneers Organization. Reimbursement requests should clearly document the business vs personal portion of all expenses. The total expense will be equivalent to the expense of the business travel, had personal travel not been included. *This policy may not be overruled by any Unit's vote or Rules of Operation.*

NOTE: The Pioneers Organization does not assume liability for damage to personal automobiles used for Pioneers business and does not assume liability for deductibles or any other uninsured loss to the vehicle. Under no circumstances do the Pioneers consider parking fines and moving violations reimbursable.

E. Other Transportation Costs

Pioneers will also be reimbursed for shuttle, car service **(Uber or Lyft)**, or taxi fares to and from airports plus reasonable tips (when not included in the service being provided) where public transportation is not practicable. This policy includes transportation between hotels, airports, or meetings. Parking fees while on Pioneers business are reimbursable based on Chapter rules of operation.

Receipts must be submitted with the Travel Expense voucher.

F. Meals

Travel meals occur when a Pioneer is on an authorized Pioneers business that requires an overnight stay away from his or her home.
Pioneers in travel status may be reimbursed meals. Rules of Operation and local Chapter motions will dictate **reasonable** allowances.

Receipts are required for reimbursement on all meals regardless of the amount. Required documentation for approval includes:

- Receipts showing total amount of meal.
- Date and location.
- Reason for the meal.
- Names of persons present if less than10. Over 10, put numbers in attendance.
- Relationship of people at meal.
- Alcohol will not be reimbursed.

The number of Pioneers present at Pioneers business meals should be kept to the minimum necessary to accomplish the business purpose. The

highest-ranking Pioneer should pick up the expenses and submit the request for reimbursement unless previously determined that each person will pay.

Meal costs for social occasions, such as Pioneers Birthdays, Professionals Day, etc., will not be reimbursed.

Lost/Misplaced Receipts: The Travel Voucher must clearly state what the lost or misplaced receipt was for. If no credit card or other form of statement is available or cash was used, this must be clearly stated on the Travel Voucher. **Excessive abuse of lost or misplaced receipts my result in loss of travel privileges**.

G. Lodging

Pioneers will reimburse actual expenses **for comfortable, reasonably priced lodging**. Pioneers should ask for non-profit or corporate rates when making reservations if a rate has not already been negotiated. An original, itemized hotel bill (not just a credit card receipt) must be submitted with the Travel Expense voucher.

H. Miscellaneous Expenses

Reimbursable expenses include:

• Business-related phone calls and faxes, including those necessary to obtain transportation and hotel reservations;
• Expenses associated with baggage handling and storage;
• Gratuities to porters, bellhops, and other service personnel;
• Laundry or cleaning expense on trips lasting more than five days.

TIPS (To Insure Prompt Service): When tipping while travelling on Pioneers business, the following guidelines should be followed:

Housekeeping: $2 - $3 per day max

Meals: 15%-20% max – based on pre-tax amount

Bell Cap: $5-$10 per instance max. This is dependent on the volume of items being moved around.

Any tips above and beyond these guidelines are the responsibility of the Pioneer and will not be reimbursable.

Non-reimbursable expenses include:

• Personal entertainment expenses.
• Costs incurred by traveler's failure to cancel transportation or hotel reservations.
• Laundry or cleaning expenses on trips lasting five or fewer days.
• Transportation, lodging, and meal expenses for spouses, partners or dependents unless previously voted on by the local Board and recorded in the minutes.
• Trip Insurance unless previously voted on by the local Board and recorded in the minutes;
• Non-business-related expenses such as magazines, newspapers, babysitting, in-room movies or videos, haircuts, shoeshine, massages, or similar personal items.
• Cost due to stopovers for personal reasons, if cost is more than normal travel expenditures.
• Charges from a hotel mini bar.
• Loss of cash advance money, airline tickets, or personal funds.
• Loss of luggage or contents of lost luggage.
• Alcoholic beverages **will not be reimbursed**
• Parking fines and moving violations.
Questions pertaining to these Travel Guidelines should be referred to your Group Director or the Pioneers Manager of Finance.

Remember, we are required to always spend our Pioneer donor money wisely.