

Standard Operating Protocol for Volunteer & Faculty Travel

This SOP outlines allowable travel expenses and procedures consistent with ISGD policies and compliance requirements. These guidelines apply to all non-employees traveling on behalf of ISGD.

Expenses will be processed as a **reimbursement supported by receipts**, after the travel is completed. **All reimbursement requests must be submitted within 60 calendar days after the travel concludes.** Requests submitted after this date may be reimbursed at the discretion of ISGD.

For any questions, please contact your program/project manager or info@is-gd.org.

Pre-Trip and Booking Procedures

1. **Travel Dates:** The ISGD program/project manager will provide information on dates to be covered by ISGD.
 - a. **For programs during or adjacent to other conferences:**
 - i. For those already attending the main conference: ISGD will cover additional expenses required to attend the ISGD event, such as adjusted flight dates, extra hotel nights, and costs separate from planned conference attendance
 - ii. For those attending specifically for the ISGD event: ISGD will cover all necessary travel and accommodation expenses for the dates specified.
2. **Preferred Hotel:** The program/project manager will provide information on the preferred hotel(s), any available group discounts, and whether the traveler should make their own hotel reservation or it will be booked by ISGD.
3. **Booking Platform:** Travelers may use their preferred booking platform or travel agency. All transactions must be supported by itemized receipts.
4. **Frequent Traveler Programs:** Travelers may make use of their personal frequent-flyer or frequent-traveler enrollments.

ISGD WILL pay for (reimbursable expenses):

Category	Policy
Airfare	Standard economy tickets are allowed. ISGD will reimburse charges for seat selection and checked luggage allowance. Travelers may select a preferred airline if costs are reasonably comparable to other options. A receipt including itinerary, airline, travel class, date of booking and total travel cost is required for reimbursement.
Train or Bus Fare	Train or bus travel is encouraged when feasible. ISGD will reimburse Coach class on Amtrak (US) or an equivalent class abroad.
Ground Transportation	Airport shuttles, public transit, taxis, or ride shares to/from business events are encouraged and will be reimbursed.
Mileage (Personal Car), Tolls, Parking	Mileage for driving to ISGD conferences or meetings is reimbursable at the standard IRS reimbursement rate. Tolls and parking fees will be reimbursed.
Accommodations	ISGD will reimburse the costs of a standard hotel room at the preferred hotel for the nights required for the traveler to attend the ISGD event. Additional nights will not be reimbursed. If you wish to be reimbursed for an alternative hotel, permission must be obtained from the program/project manager in advance.

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ISGD will NOT pay for (non-reimbursable expenses):

1. **Airfare Upgrades (above standard economy):** If purchasing an upgrade, this must be done separately using personal funds and is **not eligible for reimbursement**.
2. **Companion Expenses:** Companion travel, meals, childcare, or additional accommodation/transportation expenses for a spouse, family member, or other companion are not eligible for reimbursement.
3. **Luxury Hotels:** Five-star hotels will not be reimbursed. If you wish to stay at a hotel other than the preferred hotel, permission must be obtained from the program/project manager in advance.
4. **Personal Expenses:** Expenses for personal side trips, entertainment, or other personal expenses incurred while traveling.
5. **Incidentals:** Laundry or other incidental expenses.
6. **Auto Insurance:** Travelers are responsible for maintaining their own current insurance and license if driving for ISGD purposes.

How to Request Reimbursement

All expenses must be accompanied by itemized receipts. All reimbursement requests must be submitted within 60 calendar days after the travel concludes. Requests submitted after this date may be reimbursed at the discretion of ISGD. Reimbursements will be issued in US dollars, and may be issued by check, ACH electronic bank transfer, or wire transfer according to traveler preference. Standard payment terms are net 30.

1. The ISGD program/project manager will provide a secure link to upload the request.
2. Collect your receipts for all expenses.
3. Download the reimbursement request form (Excel file): is-gd.org/hubfs/FirstnameLastnameExpenseReimbursement.xlsx and rename the file with your name
4. Fill out the form with:
 - a. Your contact information and preferred method of payment
 - b. If opting for ACH transfer or wire transfer, fill out the green section with requested information
 - c. Details of each expense
5. Upload the Excel file **and** all receipts to the secure link provided.

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