



Travel and Event Policy

1. Purpose Statement: This document defines the Delta Gamma Event Policy for use by Delta Gamma Fraternity members, collegiate chapters, alumnae groups, advisers, house corporation officers, Leadership, and Executive Offices staff to effectively manage Events and ensure consistency when making changes involving participation at Events. These policies delineate a framework to aid volunteers and staff and in planning and scheduling Events to be held on behalf of Delta Gamma Fraternity.

2. Applicability and Scope: This policy applies to all Delta Gamma Fraternity members, collegiate chapters, alumnae groups, advisers, house corporation officers, Leadership, and Executive Offices staff involved in formal Delta Gamma Fraternity Events as well as Fraternity and Foundation sanctioned travel. The objectives of this policy are to prepare Delta Gamma Fraternity Event attendees for Events; to respond in a consistent and unified manner to cancellations, changes, replacements, reservations, and substitutions; to have criteria in place for Event Waivers by describing a uniform approach to Event Waivers and evaluation; and to set guidelines for non-Event travel. All volunteers and staff organizing meetings and Event venues are expected to follow these policies.

3. Affiliations: Please refer to the Pre-Event Communication/Event Bulletin, the Credentials Policy, Delta Gamma Collegiate Policies, Delta Gamma Alumnae Policies, Delta Gamma Foundation Policies, Delta Gamma Housing and FHC Policies.

4. Effective Date: This policy is in effect immediately.

5. Responsibilities: Each Delta Gamma is responsible to the Fraternity for any expenses incurred as a member pursuant to the Statement of Obligation. This is a lifelong obligation and extends to Events and Fraternity travel. This Policy is an extension of the Pre-Event Communication/Event Bulletin and the Credentials Policy, and is designed to give Delta Gamma Fraternity members, collegiate chapters, alumnae groups, advisers, house corporation officers, Leadership, and Executive Offices staff a clear understanding of their rights and responsibilities.

a. Council/BOT Members and Council/BOT Slated Candidate Attendees.

(1) If Council/BOT Member or Council/BOT Slated Candidate cannot attend a required Delta Gamma Event, she must submit an Event Waiver. See ANNEX A.

(2) Council/BOT Member Responsibilities after Event. Any Fraternity/Foundation officer attending Convention or required Delta Gamma Events at Fraternity/Foundation expense who does not complete her term of office or assignment of work will be asked to refund the expenses paid within 90 days.

b. Leadership Attendees.

(1) Leadership Responsibilities before Event. If a Leadership member cannot attend a



required Event, she must submit an Event Waiver. See ANNEX B.

(2) Leadership Responsibilities after Event. Any Leadership member attending Convention or required Delta Gamma Events at Fraternity/Foundation expense who does not complete her term of office or assignment of work will be asked to refund the expenses paid within 90 days.

(3) Limits on Fraternity-paid Convention Attendance. Leadership may attend only two consecutive Conventions in the same office at Fraternity expense. However, if Council/BOT has appointed that officer for a third term, then the officer will be required to attend and have her expenses covered.

c. Representative Attendees.

(1) Representative Attendees Responsibilities before Event. If collegiate chapters, alumnae groups, advisers, or house corporation officers cannot attend a required Event, they must submit an Event Waiver. See ANNEX C.

(2) Collegiate Delegate Responsibilities after Convention. If a collegiate delegate does not return to her chapter and complete her term of office (e.g., resignation, expulsion, removal, etc.) the chapter shall reimburse the Fraternity for her Convention expenses. It is the responsibility of the chapter to collect the expenses from the delegate in order to reimburse the chapter treasury.

(3) Convention Inspiration and Initiation Participants. Collegiate members participating in the Inspiration and Initiation ceremonies at Convention may attend General Sessions and/or optional training sessions without paying a Convention registration fee.

(4) New Member Attendance at Convention. New members may attend General Sessions, workshops and activities at Convention, provided those functions do not pertain to Fraternity/Foundation rituals.

(5) Alumnae Delegate Responsibilities after Convention. If an alumnae delegate does not return to her chapter and complete her term of office (e.g., resignation, expulsion, removal, etc.) the chapter shall reimburse the Fraternity for her Convention expenses. It is the responsibility of the chapter to collect the expenses from the delegate in order to reimburse the chapter treasury.

(6) Limits on Fraternity-paid Convention Attendance. An alumnae delegate may attend only two consecutive Conventions at Fraternity expense.

6. Policy Statements: The Policies and Procedures are an extension of the Pre-Event Communication/Event Bulletin and the Credentials Policy for Events, and are designed to give Delta Gamma Fraternity members, collegiate chapters, alumnae groups, advisers, house corporation officers, Leadership, and Executive Offices staff a clear understanding of their responsibilities.



a. Rooming. Required attendees shall room with other required attendees who are serving in a like position.

(1) If a required attendee wants to room with another individual who is not a required attendee, she must submit a Rooming Waiver to Executive Offices staff 60 days prior to the published Event start date as defined in the Pre-Event Communication/Registration Bulletin.

(2) If a required attendee desires a single room for health issues or to care for an infant, she must submit a Rooming Waiver Request to DGEvents@deltagamma.org with explanation for why the special rooming situation should be considered. The Event Waiver is due 60 days before the published Event start date. The following factors will be considered prior to granting an Event Waiver if the attendee is bringing an infant (birth to twelve months of age):

- (a) is the Event conducive to infants,
- (b) will the volunteer be able to adequately perform her duties at the Event, and
- (c) will the volunteer be able to attend all meetings and programs.

(3) The education and development team will review the Event Waiver request, make a determination then communicate to the member via email.

(4) If the Event Waiver request is approved, the Fraternity/Foundation will reserve and pay for the required attendee single room for the published dates of the Event. The Fraternity/Foundation only covers the cost for the required attendee. If the Event Waiver is denied, the individual will be responsible for half the cost for the single room if she still chooses to stay in a single room and there is single room availability in the Delta Gamma room block.

(5) If a Council/BOT member has a special guest joining her at the Event, the special guest may stay in the Council/BOT members' single guest room if space is available at no extra cost. If additional guest rooms are needed to accommodate Council/BOT special guests, their rooms will be a personal expense to the Council/BOT member/special guest.

(6) If a required attendee has a special guest joining her at the Event, the required attendee must personally pay for the other half of the room cost for the nights she stays with her special guest.

b. Flights. Approved Delta Gamma Event travelers are required to use the timeliest and most cost-effective travel planning. This includes the use of the Fraternity/Foundation's preferred travel agency, as defined in the Pre-Event Communication/Event Bulletin.

(1) If a flight is purchased by the Fraternity/Foundation through the Fraternity/Foundation's preferred travel agency, it must be booked at least 30 days prior to the published Event start date. If the flight is not booked 30 days in advance of the published Event start date, the attendee will be asked to reimburse all or a portion of the flight cost if it exceeds the published flight booking spending limit for the specific Event.

(2) Council/BOT, Leadership and Executive Offices staff are encouraged to book their



travel through the Fraternity/Foundation's preferred travel agency for Delta Gamma Event travel.

(3) Representative Attendees must book their Event travel through the Fraternity/Foundation's preferred travel agency if the Fraternity/Foundation is paying for their flight, as defined in the Pre-Event Communication/Event Bulletin. If she does not book her Event travel through the Fraternity/Foundation's preferred travel agency, she will not be reimbursed for the cost of her flight and is responsible for identifying and paying for her own ground transportation.

(4) If the Fraternity/Foundation is purchasing the round-trip Event flight through the preferred travel agency and the attendee is departing from and/or returning to a different location(s) due to personal plans, the attendee must reimburse the Fraternity/Foundation if there is an increased flight cost difference due to personal plans.

c. Expenses. Council/BOT, Leadership and Executive Offices staff will be reimbursed for one baggage fee for each leg of a round trip, for Event travel. Representative Attendees' baggage fees shall be reimbursed by the local group.

(1) If a meal or break is provided during the Event, the Council/BOT, Leadership and Executive Offices staff will not be reimbursed for a separate meal, snack item, or beverage they purchase on their own during this same timeframe.

(2) Meals purchased by Council/BOT, Leadership, and Executive Offices staff during travel to an Event will be reimbursed up to \$15 for breakfast, \$25 for lunch, and \$35 for dinner including tax and tip. If a meal is not provided at the Event, the reimbursement limits will be defined in the Pre-Event Communication/Event Bulletin.

(3) Council/BOT, Leadership, and Executive Offices staff will be reimbursed for their personal round-trip ground transportation to and from the airport if the cost is less than or equal to the combined cost of the approved mileage reimbursement plus airport parking. Council/BOT, Leadership, and Executive Offices staff will be reimbursed for their cab fare to and from the airport to the Event location if their flight falls outside of the scheduled ground transportation timeframe as long as their Event Waiver is approved.

(4) Council/BOT, Leadership, and Executive Offices staff will be reimbursed hotel or airport parking fees and mileage up to the published expense limits in the current fiscal year's Schedule of Allowances and Charges. The Pre-Event Communication/Event Bulletin will specify if mileage and parking fees are reimbursed by the Fraternity/Foundation for each type of attendee.

(5) Internet access is sometimes included in the price of the room. If it is not included, then it is a separate charge not paid for by the Fraternity/Foundation. Hotel guest room internet access charges may be reimbursed for Council/BOT, Leadership, and Executive Offices staff if approved in advance by the education and development team. A limited number of hotel guest room internet access expenses may be reimbursed based on the Fraternity/Foundation's budget for the Event.



(6) The collegiate chapter and alumnae group pays the Event registration fee for its Representative Attendees when such a fee is required.

d. Mileage. Council/BOT, Leadership, and Executive Offices staff will be reimbursed for their personal roundtrip ground transportation to and from the airport if the cost is less than or equal to the combined cost of the approved mileage reimbursement plus airport parking, up to the published expense limits in the current fiscal year's Schedule of Allowances and Charges. The Pre-Event Communication/Event Bulletin will specify if mileage and parking fees are reimbursed by the Fraternity/Foundation for each type of attendee.

e. Additional fees. Any attendee who requires nonstandard accommodations outside of those covered by ADA that result in additional fees from the hotel, airline, or other service provider shall be personally responsible for those additional fees. These include, but are not limited to, emotional support animals, extensive dietary requests outside of allergy restrictions, etc.

f. Non-Event Fraternity/Foundation sanctioned travel. When traveling on behalf of the Fraternity/Foundation, Council/BOT, Leadership, and Executive Offices staff are expected to make travel accommodations with finances and budget in mind.

- (1) Meals purchased by Council/BOT, Leadership, and Executive Offices staff during travel will be reimbursed up to \$15 for breakfast, \$25 for lunch, and \$35 for dinner including tax and tip.
- (2) Council/BOT, Leadership, and Executive Offices staff will be reimbursed for their personal round-trip ground transportation to and from the airport if the cost is less than or equal to the combined cost of the approved mileage reimbursement plus airport parking, up to the published expense limits in the current fiscal year's Schedule of Allowances and Charges.
- (3) Council/BOT, Leadership and Executive Offices staff will be reimbursed for one baggage fee for each leg of a round trip.
- (4) When booking their own flight, Council/BOT, Leadership and Executive Offices staff should book the least expensive flight within reason for Fraternity/Foundation travel. Documentation may be required to justify the purchase of a more expensive flight. Seat upgrades will not be reimbursed by the Fraternity/Foundation.
- (5) If the Fraternity/Foundation is purchasing the round-trip Event flight through the preferred travel agency and the attendee is departing from and/or returning to a different location(s) due to personal plans, the attendee must reimburse the Fraternity/Foundation if there is an increased flight cost difference due to personal plans.



7. Definitions.

- a. **Event.** An Event is defined as, but not limited to: Convention, Officer Training Seminar (OTS), Institutes, Leveraging Leaders, Lewis Institute, Hope Serving, Winter Directors Meeting, House Corporation Summit, Adviser Training Academy, Regional Training Days, recruitment training, other in-person training or business event organized by the Fraternity and/or Foundation.
- b. **Event Waiver.** An Event Waiver is a document filed by a required attendee of an Event requesting an accommodation for rooming, to arrive or depart the Event at a time other than that stated in the Pre-Event Communication/Event Bulletin, or to not attend the event at all.
- c. **Leadership.** For a full list of those volunteers encompassed in the term Leadership, please review the definition in the Delta Gamma Style Guide, found here: <https://www.deltagamma.org/library/handbookGuideManual/dg-style-guide>.
- d. **Representative Attendees.** Representative attendees include collegiate members, alumnae members, advisers, and house corporation officers who are attending on behalf of a chapter, association, advisory team, or house corporation or have been chosen individually to attend an Event.
- e. **Pre-Event Communication/Event Bulletin.** The Pre-Event Communication/Event Bulletin is specifically tailored for each event. It changes from event to event. The Pre-Event Communication/Event Bulletin specifies who is required to attend an Event. The Pre-Event Communication/Event Bulletin will give assistance is registering for an Event.

8. Policy Proponent and Exception Authority. The Proponent of this policy is the associate director of events. The Proponent may propose exceptions or Event Waivers to this policy to the Council. Council and BOT may delegate exceptions on Event Waivers authority in writing to the Proponent or Executive Offices. Council and the executive director shall determine any matters not expressly covered by these policies and procedures.

Approved by Council April 27, 2020



ANNEX A: Council/BOT Member and Council/BOT Candidate Attendees

1. Council/BOT Member Attendees. If a Council/BOT Member cannot attend a required Delta Gamma Event she must submit an Event Waiver to Executive Offices staff 90 days before the published start date of the event as outlined in the Pre-Event Communication/Event Bulletin. A late submission may be made as soon as her conflict is known. The Event Waiver will then be submitted to the Fraternity President or Foundation BOT Chairman for Council/BOT approval or denial.

a. Reasons an Event Waiver may be approved are as follows:

- (1) Class or academic conflict
- (2) Life event such as wedding, birth of a child, etc.
- (3) Severe medical issue/illness
- (4) Natural disaster
- (5) Care for an infant child or dependent parent
- (6) Work conflict
- (7) Prepaid/Scheduled Event

2. Council/BOT Approved. If an Event Waiver is approved by Council/BOT, the Council/BOT attendee is excused from the Event or may arrive late/depart early.

3. Council/BOT Denied. If an Event Waiver is denied by Council/BOT, the attendee is required to attend the Event. If she does not attend the Event, Council/BOT will review the Council/BOT member serving in her position. If she already purchased a flight and submitted an expense report, she must reimburse the cost of her flight to the Fraternity/Foundation or a flight change fee if applicable.

a. If the registered Council/BOT attendee booked and the Fraternity/Foundation purchased her flight through Delta Gamma's preferred travel agency, the registered attendee must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the traveler's name for one calendar year from the original ticketing date. If the registered Council/BOT attendee will be traveling for Delta Gamma business within the calendar year, she must use the cancelled ticket for her approved Delta Gamma travel. If the registered Council/BOT attendee uses the ticket for her personal travel within the calendar year, she is responsible for paying the rebooking fee and the difference in the rebooked fare. She will need to reimburse the Fraternity/Foundation for the full cost of the originally booked flight. The education and development team should be informed in advance of any cancelled flight rebooking.

b. If the registered Council/BOT attendee does not cancel her flight on time through the preferred travel agency, the ticket will be suspended and may not be used for any future travel. The Fraternity/Foundation will assess the Council/BOT attendee the full cost of the booked flight.

4. Council/BOT Slated Candidate Attendees. The slated Council/BOT candidate's attendance at Delta Gamma Event shall begin at the opening banquet, unless otherwise approved by Council,



and will be funded by the Fraternity/Foundation.

a. The Fraternity/Foundation will pay for the slated Council/BOT candidate's lodging in a double/double room (with a roommate), meals beginning with the opening banquet, unless otherwise approved by Council, and flight transportation booked through the Fraternity/Foundation's preferred travel agency and ground transportation, or mileage reimbursement if driving if the individual is not already attending the Delta Gamma Event as a required attendee.

b. If the slated Council/BOT candidate has a special guest joining her who would like to room with her, she is required to pay ½ of the double/double room cost for the special guest's lodging.

5. Council/BOT Nominated Candidate Attendees. A member nominated Council/BOT candidate is responsible for her own expenses and must register as a visitor if she is not attending as a required attendee.



ANNEX B: Leadership Event Waiver Guidelines

1. Leadership Event Waiver Guidelines. If a Leadership volunteer is required to attend an Event as outlined in the Pre-Event Communication/Event Bulletin and is not able to attend the entire Event (including arriving late or departing early) as defined in the Pre-Event Communication/Event Bulletin, she must submit an Event Waiver in the manner outlined in the Pre-Event Communication/Event Bulletin.

a. Reasons an Event Waiver may be approved are as follows:

- (1) Class or academic conflict
- (2) Life event such as wedding, birth of a child, etc.
- (3) Severe medical issue/illness
- (4) Natural disaster
- (5) Care for an infant child or dependent parent
- (6) Work conflict
- (7) Prepaid/Scheduled Event

b. The Event Waiver is due 90 days before the published start date of the Event outlined in the Pre-Event Communication/Event Bulletin. The outcome of the Event Waiver review process will be communicated to the member via email from an education and development team member. Please see below for late submission guidelines.

c. The education and development team will monitor all Event Waivers to ensure they meet policy requirements. Concerns or anomalies will first be brought to the attention of the Regional Director or Foundation Director for remedy if necessary. The officers who approve Event Waivers are as follows:

Position	Approves Event Waivers
(Leadership) Alumnae Development Consultants (ADCs)	Council Trustee: Alumnae
(Leadership) Collegiate Recruitment Consultants (CRCs)	Council Trustee: Membership
(Leadership) Convention Chairman	Fraternity President
(Leadership) Council Appointed Coordinators (CACs)	Council Trustee: Collegians
(Leadership) Foundation Board of Trustees	Chairman of the Board of Trustees
(Leadership) Foundation Chairman of the Board of Trustees	Secretary of the Board of Trustees



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(Leadership) Foundation Directors	Supervising Foundation Trustee
(Leadership) Fraternity Constitutions and Elections Chairman	Fraternity President
(Leadership) Fraternity Council	Fraternity President
(Leadership) Fraternity Directors	Supervising Council Trustee
(Leadership) Fraternity Government Relations Liaison	Fraternity President
(Leadership) Fraternity House Corporation (FHC) Member-at-large	Fraternity Treasurer
(Leadership) Fraternity Management Corporation (FMC) Member-at-large	Fraternity Treasurer
(Leadership) Fraternity Nominating Committee Chairman	Fraternity President
(Leadership) Fraternity Nominating Committee Member	Fraternity Nominating Committee Chairman
(Leadership) Fraternity Parliamentarian	Fraternity President
(Leadership) Fraternity President	Council Trustee: Collegians
(Leadership) National Panhellenic Conference (NPC) Delegate	Fraternity President
(Leadership) National Panhellenic Conference (NPC) Delegation	NPC Delegate
(Leadership) New Chapter Coordinators (NCCs)	Director: New Chapter Development
(Leadership) New Chapter Finance Coordinators (NCFCs)	Director: New Chapter Development
(Leadership) New Chapter Recruitment Coordinators (NCRCs)	Director: New Chapter Development
(Leadership) Panhellenic Support Specialist	NPC Delegate



(Leadership) Regional Alumnae Specialists (RASs)	Regional Director
(Leadership) Regional Collegiate Recruitment Specialists (RCRSs)	Regional Director
(Leadership) Regional Collegiate Specialists (RCSs)	Regional Director
(Leadership) Regional Directors (RDs)	Fraternity President
(Leadership) Regional Finance Specialists (RFSs)	Regional Director
(Leadership) Regional Foundation Coordinators (RFNCs)	Foundation Director of Special Events and Fundraising
(Leadership) Regional Housing Specialists (RHSs)	Regional Director

2. Leadership Approved Waiver. If an Event Waiver is approved, the Leadership attendee is excused from the Event or may arrive late/depart early.

3. Leadership Denied Event Waiver. If an Event Waiver is denied, the attendee is required to attend the Event. If she does not attend the Event, the appropriate Director will review the Leadership attendee serving in her appointed position. If she already purchased a flight, she must reimburse the cost of her flight to the Fraternity/Foundation or a flight change fee if applicable.

a. If the registered Leadership attendee booked and the Fraternity/Foundation purchased her flight through Delta Gamma’s preferred travel agency, the registered attendee must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the traveler’s name for one calendar year from the original ticketing date.

b. If the registered Leadership attendee will be traveling for Delta Gamma business within the calendar year, she must use the cancelled ticket for her approved Delta Gamma travel.

c. If the registered Leadership attendee uses the ticket for her personal travel within the calendar year, she is responsible for paying the rebooking fee and the difference in the rebooked fare. She will need to reimburse the Fraternity/Foundation for the full cost of the originally booked flight. The education and development team should be informed in advance of any cancelled flight rebooking.

d. If the registered Leadership attendee does not cancel her flight on time through the preferred travel agency, the ticket will be suspended and may not be used for any future travel. The Fraternity/Foundation will assess the Leadership attendee the full cost of the booked flight.



4. Late Leadership Event Waiver Guidelines. If a required Leadership attendee does not meet the Event Waiver submission deadline or if a situation occurs not permitting a required Cabinet/Foundation attendee to attend the entire Event (including arriving late or departing early) as defined in the Pre-Event Communication/Event Bulletin, the attendee must submit an Event Waiver to the education and development team as soon as her conflict is known .

a. Reasons an Event Waiver may be approved are as follows:

- (1) Class or academic conflict
- (2) Life event such as wedding, birth of a child, etc.
- (3) Severe medical issue/illness for attendee or family member
- (4) Natural disaster
- (5) Care for an infant child or dependent parent
- (6) Work conflict

b. The attendee must provide written documentation that she was not aware of this conflict at the regular Event Waiver deadline. If she was aware of the conflict at the regular Event Waiver deadline but failed to submit the Event Waiver, the Event Waiver is denied.

c. The education and development team will monitor all Event Waivers to ensure they meet policy requirements. Concerns or anomalies will first be brought to the attention of the Regional Director/Director New Chapter Development for remedy if necessary.

5. Leadership Late Approved Event Waiver.

a. If the Event Waiver is approved, the attendee is excused from the Event.

b. If the registered Leadership attendee booked and the Fraternity/Foundation purchased her flight through Delta Gamma's preferred travel agency, the registered attendee must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the traveler's name for one calendar year from the original ticketing date.

c. If the registered Leadership attendee will be traveling for Delta Gamma business within the calendar year, she must use the cancelled ticket for her approved Delta Gamma travel.

d. If the registered Leadership attendee uses the ticket for her personal travel within the calendar year, she is responsible for paying the rebooking fee and the difference in the rebooked fare. She will need to reimburse the Fraternity/Foundation for the full cost of the originally booked flight. The education and development team should be informed in advance of any cancelled flight rebooking.

e. If the registered Leadership attendee does not cancel her flight on time through the preferred travel agency, the ticket will be suspended and may not be used for any future travel. The Fraternity/Foundation will assess the Leadership attendee the full cost of the booked flight.



6. Leadership Late Denied Event Waiver.

a. If the Event Waiver is denied, the attendee may be required to pay the cancellation fee outlined in the Pre-Event Communication/Event Bulletin and the attendee must refund the cost of her flight to the Fraternity/Foundation.

b. If the registered Leadership attendee booked and the Fraternity/Foundation purchased her flight through Delta Gamma's preferred travel agency, the registered attendee must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the traveler's name for one calendar year from the original ticketing date.

c. If the registered Leadership attendee will be traveling for Delta Gamma business within the calendar year, it is recommended she use the cancelled ticket for her approved Delta Gamma travel.

d. If the registered Leadership attendee uses the ticket for her personal travel within the calendar year, she is responsible for paying the rebooking fee and the difference in the rebooked fare.

e. If the registered Leadership attendee uses the ticket for Delta Gamma business, the Fraternity/Foundation will pay the rebooking fee, the difference in the rebooked fare, and will reimburse the Leadership attendee for the cost of the original flight. The education and development team should be informed in advance of any cancelled flight rebooking.

f. If the registered Leadership attendee does not cancel her flight on time through the preferred travel agency, the ticket will be suspended and may not be used for any future travel. The Fraternity/Foundation will assess the Leadership attendee the full cost of the booked flight.

g. If she does not attend the Event, the appropriate Director will review the Leadership attendee serving in her appointed position.

7. Leadership No Longer in Office Guidelines.

a. If a required Leadership attendee is removed from office or resigns, she or the responsible Council/BOT/Leadership officer must inform the education and development team immediately.

b. If the Fraternity/Foundation purchased her flight through Delta Gamma's preferred travel agency, the registered attendee or education and development team must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the traveler's name for one calendar year from the original ticketing date.



c. If the registered attendee will be traveling for Delta Gamma business within the calendar year, she must use the cancelled ticket for her approved Delta Gamma travel.

d. If the registered attendee uses the ticket for her personal travel within the calendar year, she is responsible for paying the rebooking fee and the difference in the rebooked fare. She will also need to reimburse the Fraternity/Foundation for the full cost of the originally booked flight. The education and development team should be informed in advance of any cancelled flight rebooking.

e. If the registered attendee does not cancel her flight on time through the preferred travel agency; the ticket will be suspended and may not be used for any future travel. The Fraternity/Foundation will assess the attendee the full cost of the booked flight, if appropriate.

f. If the registered attendee booked and paid for her flight on her own, either through the Delta Gamma preferred travel agency or through an alternate travel agency, she must independently handle the on-time cancellation.

9. No Longer in Office Event Waiver/Notification Denied. If the Event Waiver/notification is denied, the attendee will be required to pay the cancellation fee outlined in the Pre-Event Communication/Event Bulletin, and she must refund the cost of her flight to the Fraternity/Foundation if the Fraternity/Foundation originally purchased the flight.



ANNEX C: Representative Attendee Event Waiver Guidelines

1. If a Representative Attendee is not able to attend the entire Event (including arriving late or departing early) as defined in the Pre-Event Communication/Event Bulletin, the required attendee must submit an Event Waiver. The Event Waiver is submitted in the manner outlined in the Pre-Event Communication/Event Bulletin.

a. Representative Attendees may be asked to submit supporting documentation including doctor's notes, work schedules, etcetera to the education and development team in a timely manner.

b. Reasons an Event Waiver may be approved are as follows:

- (1) Class or academic conflict
- (2) Life event such as wedding, birth of a child, etc.
- (3) Severe medical issue/illness
- (4) Natural disaster
- (5) Care for an infant child or dependent parent
- (6) Work conflict
- (7) University athletic event (as a participating athlete)
- (8) Concerns about/inability to perform technology requirements for attendance (*for online events only*)

c. The adjudicated Event Waiver is due to the education and development team 90 days before the published start date of the Event outlined in the Pre-Event Communication/Event Bulletin. Please see below for late submission guidelines. The education and development team will approve or deny the waiver and shall communicate to the Representative Attendee as well as the appropriate regional/new chapter officer whether or not an Event Waiver has been granted.

2. Event Waiver Denied.

a. If an Event Waiver is denied, the attendee is required to attend the Event. If she does not attend the Event, the attendee may be required to pay the cancellation fee as outlined in the Pre-Event Communication/Registration Bulletin.

b. If she is already registered and the Fraternity/Foundation purchased her flight, the registration fee will not be reimbursed, and the attendee must refund the cost of her flight to the local group or the Fraternity/Foundation depending on who originally purchased the flight.

c. If the Fraternity/Foundation purchased the flight, the collegiate chapter, house



corporation, or alumnae group will be charged for the cost of the flight. The local group may assess the individual for this flight cost. The Fraternity/Foundation will assess the collegiate chapter, house corporation, or alumnae group the published cancellation fee. The local group may assess the individual for this fee.

3. Event Waiver Approved. If an Event Waiver is approved, the Pre-Event Communication/Event Bulletin will outline if a replacement may attend the Event in the registered attendees place.

4. Replacement Cannot Attend – Event Waiver Approved.

a. If a replacement cannot attend and Event Waiver is approved, the registration fee will be reimbursed.

b. If the registered attendee booked and the Fraternity/Foundation purchased a flight through Delta Gamma’s preferred travel agency, the registered attendee must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the traveler’s name for one calendar year from the original ticketing date. If the registered attendee will be traveling for Delta Gamma business within the calendar year, she must use the cancelled ticket for her approved Delta Gamma travel.

1. If the registered attendee uses the ticket for her personal travel within the calendar year, she is responsible for paying the rebooking fee and the difference in the rebooked fare. She will also need to reimburse the Fraternity/Foundation for the full cost of the originally booked flight. The education and development team should be informed in advance of any cancelled flight rebooking.

d. If the registered attendee does not cancel her flight on time through the preferred travel agency, the ticket will be suspended and may not be used for any future travel. The Fraternity/ Foundation will assess the group for the full cost of the booked flight.

e. If the registered attendee booked and paid for her flight on her own, either through the Delta Gamma preferred travel agency or through an alternate travel agency, she must independently handle the on-time cancellation.

5. Replacement Can Attend – Event Waiver approved.

a. If a replacement attendee can attend the Event and the Fraternity/Foundation has already purchased a flight for the previously registered attendee, the education and development team must be contacted immediately.



b. If a name change can occur on the booked flight, the Fraternity/Foundation will pay the name change and rebooking fee.

c. If a name change cannot occur on the booked flight, the flight must be cancelled (see ANNEX C, paragraph 4. b.) and a new flight booking must take place.

d. If the Fraternity/Foundation paid for the original flight, the Fraternity/Foundation will pay for the new flight as long as it is booked 30 days in advance of the published start date of the Event.

e. If the local group purchased the original flight, the local group will pay for the new flight.

f. If the previously registered attendee booked and paid for her flight on her own, either through the Delta Gamma preferred travel agency or through an alternate travel agency, she must independently handle the on-time cancellation.

6. Late Event Waiver Guidelines. If a required attendee does not meet the Event Waiver submission deadline or if a situation occurs not permitting a required attendee to attend the entire Event (including arriving late or departing early), as defined in the Pre-Event Communication/Event Bulletin, the attendee must submit an Event Waiver as soon as her conflict is known. The Event Waiver is submitted to the education and development team.

a. Representative Attendees are responsible for submitting supporting documentation including doctor's notes, work schedules, etcetera to the education and development team in a timely manner.

b. Reasons an Event Waiver may be approved are as follows:

- (1) Class or academic conflict
- (2) Life event such as wedding, birth of a child, etc.
- (3) Severe medical issue/illness
- (4) Natural disaster
- (5) Care for an infant child or dependent parent
- (6) Work conflict
- (7) University athletic event (as participating athlete)
- (8) Concerns about/inability to perform technology requirements for attendance (*for online events only*)

c. The outcome of the Event Waiver review process will be communicated to the member via email from the education and development team.



7. Late Event Waiver Denied.

a. If the Event Waiver is denied, the attendee may be required to pay the cancellation fee outlined in the Pre-Event Communication/Event Bulletin, her registration fee will not be refunded, and she must refund the cost of her flight to the local group or the Fraternity/Foundation depending on who originally purchased the flight.

b. If the Fraternity/Foundation purchased the flight, the collegiate chapter, House Corporation, or alumnae group will be charged for the cost of the flight. The local group may assess the individual for this cost. The Fraternity/Foundation will assess the collegiate chapter, House Corporation, or alumnae group the published cancellation fee. The local group may assess the individual for this cost.

8. Late Event Waiver Approved. If the Event Waiver is approved, the attendee is excused from the Event. If a registration fee was paid, it will not be reimbursed.

9. Replacement Cannot Attend - Late Event Waiver Approved.

a. If a replacement cannot attend and Event Waiver is approved, the registration fee will not be reimbursed since the Event Waiver is being submitted late.

b. If the registered attendee booked and the Fraternity/Foundation purchased a flight through Delta Gamma's preferred travel agency, the registered attendee must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the traveler's name for one calendar year from the original ticketing date. If the registered attendee will be traveling for Delta Gamma business within the calendar year, she must use the cancelled ticket for her approved Delta Gamma travel.

c. If the registered attendee uses the ticket for her personal travel within the calendar year, she is responsible for paying the rebooking fee and the difference in the rebooked fare. She will also need to reimburse the Fraternity/Foundation for the full cost of the originally booked flight. The education and development team should be informed in advance of any cancelled flight rebooking.

d. If the replacement cannot attend she needs to follow the Event Waiver process as outlined in this Annex.

e. If the registered attendee does not cancel her flight on time through the preferred travel agency, the ticket will be suspended and may not be used for any future travel. The Fraternity/Foundation will assess the group for the full cost of the booked flight.

1. If the registered attendee booked and paid for her flight on her own, either



through the Delta Gamma preferred travel agency or through an alternate travel agency, she must independently handle the on-time cancellation.

10. Replacement Can Attend – Late Event Waiver approved. If a replacement attendee can attend and the Event Waiver is approved, and the Fraternity/Foundation has already purchased a flight for the previously registered attendee, the education and development team must be contacted immediately. If a name change can occur on the booked flight, the Fraternity/Foundation will pay the name change and rebooking fee. If a name change cannot occur on the booked flight, the flight must be cancelled (see Annex C, paragraph 4.b) and a new flight booking must take place.

a. If the Fraternity/Foundation paid for the original flight, the Fraternity/Foundation will pay for the new flight as long as it is booked 30 days in advance of the published start date of the Event. If the local group purchased the original flight, the local group will pay for the new flight. The education and development team may make exceptions less than 30 days in advance on a case-by-case basis.

b. If the previously registered attendee booked and paid for her flight on her own, either through the Delta Gamma preferred travel agency or through an alternate travel agency, she must independently handle the on-time cancellation.

11. Member No Longer in Office Guidelines. If a required Representative Attendee is removed from office or resigns her position, she or the responsible Regional officer must submit an Event Waiver 90 days prior to the start of the Event or within 3 days of her removal or resignation whichever is sooner. The Event Waiver is submitted in the manner outlined in the Pre-Event Communication/Event Bulletin.

12. Member No Longer in Office Event Waiver/Notification Denied. If the Event Waiver/notification is denied, the attendee may be required to pay the cancellation fee outlined in the Pre-Event Communication/Event Bulletin, her registration fee will not be refunded, and she must refund the cost of her flight to the local group or the Fraternity/Foundation depending on who originally purchased the flight. If the Fraternity/Foundation purchased the flight, the collegiate chapter, house corporation, or alumnae group will be charged for the cost of the flight. The local group may assess the individual for this cost. The Fraternity/Foundation will assess the collegiate chapter, house corporation, or alumnae group the published cancellation fee. The local group may assess the individual for this cost.

13. Member No Longer in Office Event Waiver/Notification Approved. If the Event Waiver/notification is approved, the attendee is excused from the Event. If a registration fee was paid, it will not be reimbursed.



14. Replacement Cannot Attend - Member No Longer in Office Waiver Approved.

a. If a replacement cannot attend and Event Waiver is approved, the registration fee will not be reimbursed.

b. If the registered attendee booked and the Fraternity/Foundation purchased a flight through Delta Gamma's preferred travel agency, the registered attendee must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the travelers' name for one calendar year from the original ticketing date.

c. If the registered attendee will be traveling for Delta Gamma business within the calendar year, she must use the cancelled ticket for her approved Delta Gamma travel.

d. If the registered attendee uses the ticket for her personal travel within the calendar year, she is responsible for paying the rebooking fee and the difference in the rebooked fare. She will also need to reimburse the Fraternity/Foundation for the full cost of the originally booked flight. The education and development team should be informed in advance of any cancelled flight rebooking.

e. If the registered attendee does not cancel her flight on time through the preferred travel agency, the ticket will be suspended and may not be used for any future travel. The Fraternity/Foundation will assess the group for the full cost of the booked flight.

f. If the registered attendee booked and paid for her flight on her own, either through the Delta Gamma preferred travel agency or through an alternate travel agency, she must independently handle the on-time cancellation.

15. Replacement Can Attend – Member No Longer in Office Event Waiver approved. If a replacement attendee can attend and the Event Waiver is approved, and the Fraternity/Foundation has already purchased a flight for the previously registered attendee, the education and development team must be contacted immediately.

a. If a name change can occur on the booked flight, the Fraternity/Foundation will pay the name change and rebooking fee. If a name change cannot occur on the booked flight, the flight must be cancelled (see Annex C, paragraph 4.b) and a new flight booking must take place. If the Fraternity/Foundation paid for the original flight, the Fraternity/Foundation will pay for the new flight.

b. If the local group purchased the original flight, the local group will pay for the new flight.

c. If the previously registered attendee booked and paid for her flight on her own, either



through the Delta Gamma preferred travel agency or through an alternate travel agency, she must independently handle the on-time cancellation.