POLICY #8: TRAVEL POLICY

First Adopted: November 26, 2013
Revised: February 14, 2014
September 9, 2016

All travel costs incurred by a member of Kentucky Public Procurement Association (KPPA) shall be the responsibility of the member except as follows:

A. Travel on behalf of KPPA
   1. KPPA will pay for any KPPA member approved by the KPPA Board of Directors to attend an event on KPPA’s behalf (i.e. conference, vendor fair, career day, etc.).
   2. Covered expenses include registration fees, lodging, meals not covered by the event, and travel to and from the event.

B. KPPA Presidential and Vice Presidential Travel
   1. KPPA will pay for the President and the Vice President to attend the NIGP Annual Forum. Covered expenses include registration fees, lodging, meals not included in the registration and travel to and from the Forum. In the event that the President or the Vice President cannot attend the NIGP Annual Forum the opportunity will be given to a member of the Board and will be administrated by the process in place for KPPA Board Scholarships (Lottery).

C. KPPA Board/Member Travel
   1. KPPA will pay for a KPPA member to attend one (1) NIGP Committee meeting per year (other than a meeting held in conjunction with the NIGP Forum) to which he/she has been assigned by the NIGP President to an amount not to exceed $1,000.00. Covered expenses include lodging, meals not provided by NIGP, and travel to and from the committee meeting.
   2. KPPA will pay for two (2) KPPA board members to attend the NIGP Annual Forum. Covered expenses include registration fees, lodging, meals not included in the registration and travel to and from the Forum.

D. Scholarship Recipient Travel
   1. KPPA will pay for the following expenses, up to the value of the scholarship, if the Scholarship is used to attend a NIGP Forum or NIGP sponsored seminar: registration fees, lodging, meals not included in the registration, and travel to and from the Forum or seminar.
No scholarship funds can be used for travel if funding is used for coursework at an accredited State of Kentucky supported college or university.

E. Travel by Air
   1. KPPA does not permit and shall not reimburse costs for first class travel or business class travel. Member shall book air travel, whenever possible, well in advance of the travel dates in order to obtain the lowest fair possible, as KPPA will only pay for the lowest negotiated coach or tourist class round-trip fare.

F. Travel by Automobile
   1. KPPA shall reimburse travel by automobile at the Kentucky rate per mile in place at the time of travel. A member electing to travel by vehicle in lieu of travel by air will only be reimbursed up to the amount of an airline ticket as detailed in E.1. If vehicle travel is less expensive than air travel, the member will only be eligible for the rate per mile.

G. Member Reimbursement
   1. The member shall pay all travel costs up front and apply for reimbursement, with the exception of registration or entry fees. The registration and entry fees shall be prepaid by KPPA. To be reimbursed for all other expenses, the member must complete and submit a KPPA Travel Voucher (available on-line) along with all supporting documentation to the KPPA Treasurer.
   2. Travel per diem reimbursement will be made at the current KPPA rate as stipulated on the KPPA Travel Voucher located on the KPPA website.
   3. Any deviation from this policy must be approved by the KPPA Board of Directors.

H. UPPCC/KPPA Member Travel
   1. KPPA will pay for a KPPA member who serves on a UPPCC Committee to attend one (1) UPPCC Committee meeting per year in an amount not to exceed $1,000.00. Covered expenses include lodging, meals not provided by UPPCC, and travel to and from the committee meeting.