

CREW NETWORK EVENTS REIMBURSEMENT POLICY FOR CREW TAMPA BAY

March 14, 2017

(Amended January 16, 2024)

CREW Tampa Bay (“CTB”) encourages its President, President-Elect, National Delegate, Secretary, and Treasurer (“Executive Officers”) to attend CREW Network (CREW) Leadership Summits and Annual Conventions (each an “Event”). To support Event attendance, CTB will reimburse many related expenses. This policy clarifies which expenses may be reimbursed and how reimbursements are handled.

~~Reimbursable Expenses~~ are the reasonable, actual, out-of-pocket expenses incurred by and for CTB’s Executive Officers and scholarship recipients that are also:

- (1) Eligible Expenses (as described below),
- (2) supported by a written receipt, and
- (3) incurred in connection with Event attendance.

In return for reimbursement, CTB expects that the attendee will attend Event meetings, dine-arounds, and other business and social activities sponsored by CREW, so as to ensure that the trip provides value to the individual and to CTB.

Refer to the table below for the list of Eligible Expenses:

Expense	Details
Registration fees	For the Event exclusive of dine-arounds and optional excursions/events, whether or not sponsored by CREW.
Airfare	Economy airfare to and from the city hosting the Event (the "Host City"). Airfare may be reimbursed for trips that did not depart from and/or return to Tampa International Airport if the airfare cost is similar. Attendees are encouraged to book airfare early so as to take advantage of reduced rates. <ul style="list-style-type: none">● Flights not directly to/from Tampa will be reimbursed if the airfare is in proportion to that between the Host City and Tampa.● In lieu of traveling by air, mileage will be covered at the current IRS-approved mileage rate; reimbursement amount cannot exceed the budgeted amount for flights.● Officers have a set reimbursement limit as dictated/approved in the current year’s budget.
Airline baggage fees	For 1 checked bag.

<p>Transportation & Parking</p>	<p>Transportation (1) to/from the airport in the Host City and the Host Hotel, or an Eligible Hotel if applicable, (2) within the Host City to/from a CREW-sponsored dine-around or other eligible events where food and beverage will be reimbursed; and (3) within the Host City to/from a meal with CREW members (Tampa Bay or otherwise) in lieu of a CREW-sponsored dine-around.</p> <p>Parking at the Tampa International’s Economy Parking lot for up to 3 days with the exception to Leadership Certificate Program travel (up to 2 extra days covered).</p> <p>Officers have a set reimbursement limit as dictated/approved in the current year’s budget.</p>
<p>Lodging</p>	<p>At either (1) the hotel hosting the Event (the “Host Hotel”) in an amount not to exceed the CREW group rate, or (2) a hotel near the Host Hotel that is booked because rooms at the Host Hotel are not available and such hotel is likely used by other non-CTB Event attendees that could not get rooms at the Host Hotel (an “Eligible Hotel”). Lodging costs may not include nights other than those reasonably needed to attend the Event; if the attendee elects to stay in the Host City longer, charges for additional lodging nights should not be submitted.</p> <p>Reimbursable lodging costs are limited to room charges, non-optional hotel charges (such as mandatory resort fees), and taxes. Since Event participation and networking with other CREW members is a key purpose of attendance, attendees are encouraged to stay at the Host Hotel; therefore, an Eligible Hotel is not meant to include a hotel that is selected for reasons other than its close proximity to the Host Hotel.</p> <p>If staying at an Eligible Hotel, the attendee should make efforts to minimize lodging costs so they do not exceed the CREW group rate at the Host Hotel. CREW Events are popular, and attendees are encouraged to book rooms at Host Hotels early so as to take advantage of the reduced CREW group rate.</p> <p>Officers have a set reimbursement limit as dictated/approved in the current year’s budget.</p>
<p>Food and beverages</p>	<p>For meals with CREW members (Tampa Bay or otherwise), for purposes of networking, business engagement, and relationship building, at (1) a CREW-sponsored dine-around, or (2) purchased in lieu of a CREW-sponsored dine-around. Not to exceed \$85.00 per dine-around event, including alcohol.</p>

	Officers have a set reimbursement limit as dictated/approved in the current year's budget.
Miscellaneous	Any expenses not listed in this policy and submitted for reimbursement will be reviewed by the Finance Committee

Though not an exhaustive list, Eligible Expenses do *not* include:

Expense	Details
Expenses for others	Expenses for anyone other than CTB's Executive Officers unless (1) the other party is sharing lodging at the Host Hotel or an Eligible Hotel and additional costs for sharing or the other party/parties are not submitted for reimbursement, and (2) for Approved Transportation that CTB's Executive Officers share.
Airfare	<p>Non-economy airfare (unless at the same price as economy airfare), airfare upgrades or seat charges.</p> <ul style="list-style-type: none"> ● Travel costs to the airport the attendee leaves from to attend the Event (typically, Tampa International Airport) ● Travel costs from the airport the attendee arrives at after leaving the Event (typically, Tampa International Airport) <p>CTB does not offer reimbursement for the use of personal/business airline miles.</p>
Airline baggage fees	Airline baggage fees for more than 1 checked bag.
Transportation	<ul style="list-style-type: none"> ● Transportation in the Host City other than Approved Transportation ● Rental vehicles, gas, mileage, tolls or parking fees related to rental vehicles
Lodging	<ul style="list-style-type: none"> ● CTB does not offer reimbursement for the use of personal/business hotel points. ● Telephone, in-room movies, valet, cleaning, business center, fitness center, spa or other optional hotel charges ● Mini-bar or in-room dining/snacks
Food and beverages	<ul style="list-style-type: none"> ● Tips unless for food or beverages that are otherwise Eligible Expenses ● Food and/or beverages purchased or consumed before or after the CREW event, such as during travel to and from the meeting, unless such meal is otherwise an Eligible Expense

	<ul style="list-style-type: none"> ● Beverages purchased or consumed before or after the scheduled days of the CREW event
Miscellaneous and Optional Charges	<ul style="list-style-type: none"> ● Optional excursions or parties whether or not offered by CREW or in connection with the Event (for example, fees for optional excursions and parties at the annual CREW Convention are not reimbursable) ● Cancellation or no-show fees ● Charges to change or modify Eligible Expenses (such as flight changes) ● Travel insurance ● Expenses that are paid for, or reimbursed by, another ● Any expense over \$20 for which there is no written receipt

Payment and Reimbursement

The President of CTB is provided with a credit card for CTB expenses. Registration, airfare and hotel may be booked using the CTB credit card so as to avoid reimbursement issues. Attendee must provide receipts for expenses over \$20 which are charged to the CREW credit card, but should try to provide all receipts if possible. The hotel may require that the credit card be provided at check-in, so if the Attendee is not with the President and does not have the credit card available, an alternate credit card may need to be presented, with costs reimbursed as described herein.

Officers reimbursement should not exceed what is approved in the budget for the calendar year, as described in the table below:

Expense	2024 Budget Details
Travel	Winter Summit: \$465/flight + \$42 parking/person Spring Summit: \$606/flight + \$42 parking/person Convention: \$762/flight + \$70 parking/person \$100/person/event for Ground Transportation in Host City
Hotel	Network contracted rates: Winter Summit: \$205.85/night Spring Summit: \$247.49/night Convention: \$480.58/night
Registration	1. Leadership Summits: \$299/event 2. Convention: \$1,249/person
Other Meeting Expenses/Meals	Officer meal expenses: (1) Dine Around/Conference @ \$85 USD/person, (1) Dinner if attending Leadership Summit prior to Convention @ \$85 USD/person

Reimbursement requests should be submitted:

- After an event regardless of when Eligible Expenses were incurred; this may necessitate the attendee prepaying for certain expenses several months in advance of the applicable Event.
- Promptly after the applicable Event; since annual budgeting is important to CTB, reimbursement of Eligible Expenses for a calendar year that are submitted after December 1 of such year may be denied unless otherwise approved by the President
- Via (1) completion of an Expense Voucher along with supporting receipts, and (2) email to CTB Chapter Manager. The Chapter Manager will provide Expense Voucher forms upon request

Notwithstanding the foregoing, as to the registration cost for a National Delegate or President-Elect to obtain the CREW Network Leadership Certificate, the registration fee may either be paid via the CTB credit card at the time of registration or such registration fee may be reimbursed by check upon the registrant being charged.