

## 1. Purpose

This policy establishes guidelines for determining when IFSAC Administration is responsible for processing travel arrangements and reimbursement for non-employees participating in IFSAC-related activities, and when the host entity is responsible for travel arrangements. This ensures clarity and consistency in travel-related procedures for IFSAC site visit teams, board members, parliamentarians, and other non-employee participants.

## 2. Authority

Travel policies and procedures are governed by Oklahoma State University (OSU) and the State of Oklahoma. For out-of-state travel, approval must be obtained from the President of Oklahoma State University and the Board of Regents for Oklahoma A&M Colleges.

## 3. Scope

The policy outlines when IFSAC Administration or the host entity is responsible for managing and reimbursing travel expenses.

## 4. IFSAC-Processed Travel

IFSAC Administration will be responsible for travel arrangements and reimbursement under the following conditions:

### 4.1 Board of Governors and Parliamentarians

- IFSAC Administration will arrange and reimburse travel for all **Certificate Assembly and Degree Assembly Public Board of Governors Members** and **IFSAC Parliamentarians** when they participate in official IFSAC functions, such as board meetings or workshops.

### 4.2 Workshops and Special Events

- Travel for participants attending special **COG, CABOG, DABOG, committee, or task group workshops** coordinated by IFSAC will be processed by IFSAC Administration as needed. This includes arrangements for airfare, lodging, and other travel-related expenses.

### 4.3 Site Visits

IFSAC will process travel for site visit team members if one of the following conditions is met:

- **Contracts or Agreements:** If the host entity requires site visit team members to sign any type of contract or agreement for travel expenses to be paid or reimbursed.

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- **IRS Documentation:** If the host entity requires the completion of U.S. Internal Revenue Service (IRS) forms or equivalent tax documentation, such as IRS Form 1099, for reimbursing travel expenses to site visit team members.

Under these conditions, IFSAC will coordinate all travel arrangements (airfare, lodging, per diem, transportation) and will invoice the host entity for travel-related expenses incurred.

## 5. Host Entity-Processed Travel

The host entity is generally responsible for arranging and reimbursing site visit travel when the above exceptions do not apply. The following guidelines apply:

### 5.1 Host Entity Responsibilities

- **Travel Coordination:** The host entity will coordinate and pay for all necessary travel arrangements, including airfare, lodging, meals, and transportation to and from the airport for IFSAC site visit team members.
- **Reimbursement Process:** The host entity must reimburse team members for all reasonable travel expenses within 45 days of the site visit upon receipt of appropriate documentation (expense vouchers, receipts, etc.).
- **Direct Payment and Prepayment:** The host entity is encouraged to provide prepaid airline tickets and arrange for direct billing of lodging and meals where possible.

### 5.2 Lodging Standards

All lodging facilities arranged by the host entity must meet safety standards, including having full automatic sprinkler protection.

### 5.3 International Travel

For international travel, site visit team members should coordinate with the host entity in advance to ensure compliance with any international travel requirements (e.g., visas, customs, vaccinations).

## 6. Travel Procedures

### 6.1 Confirmation of Travel Responsibility

- Before each site visit, IFSAC Administration will confirm with the host entity whether the travel will involve the submission of IRS or equivalent tax documentation. Based on this information, IFSAC or the host entity will take responsibility for travel arrangements.

### 6.2 Reimbursement Timeline

- Travel reimbursements must be processed and issued to site visit team members within 45 days following submission of receipts and expense documentation.

**6.3 Rates and Methods of Reimbursement**

- For IFSAC-processed travel, reimbursement rates will follow OSU travel policies, including established mileage rates, per diem, and lodging costs.
- For host entity-processed travel, reimbursement will follow the local regulations governing mileage, per diem, and lodging, which the host entity is obligated to follow.

**6.4 Expense Documentation**

- Site visit team members are responsible for submitting all necessary expense forms, receipts, and documentation promptly following the conclusion of the site visit.

**7. Acceptance of Assignment**

By accepting assignment as a member of a site visit team, team members agree to abide by the reimbursement policies and procedures established by either IFSAC Administration or the host entity, depending on which party is responsible for processing the travel.

**8. Monitoring and Review**

This policy will be reviewed annually or as necessary to ensure compliance with OSU travel policies and the regulations of the State of Oklahoma. Updates will be communicated to all relevant parties.

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This policy and procedure is effective as of October 5, 2024, and supersedes any previous policies and procedures related to IFSAC travel.

For questions or further information regarding this policy and procedure, please contact IFSAC Administration.