

## IAWP BOARD TRAVEL POLICY

**1. Purpose:**

The purpose of the IAWP Board Travel Policy is to facilitate outreach and networking with kindred associations, policy-making groups and others who are focused on the future of women in policing.

**2. Objective:**

The objective of this policy is to prioritize these requests and facilitate IAWP participation. Priority should be given to organizations, meetings, and focus groups whose mandates are aligned with the Vision and Mission of the IAWP.

**3. Procedures:**

- 3.1. As IAWP is frequently invited to participate in focus groups, training presentations, and policy-making circles, the President, based on her knowledge of specific needs for a particular IAWP Region or policing agency, may also assess and prioritize invitations. The Board and/or the President shall apply the criteria of the IAWP Decision-Analysis Tool which considers both the benefits and the risks to the IAWP of such initiatives.
- 3.2. The President, or designee, will be the official IAWP representative at all events approved for participation.
- 3.3. Reimbursements to offset travel expenses of the President or designee shall be determined based on the approved IAWP budget or availability of other funding.
  - 3.3.1 The amount assigned to this fund will be approved within the Annual Budget Proposal at the late meeting of the Board of Directors.
  - 3.3.2 The Treasurer shall include a financial summary of the expenditures incurred in IAWP Board Travel at the Late Board Meeting each year.
- 3.4. Transportation costs will be covered by IAWP and whenever practicable booked using the IAWP credit card or via an approved travel agent. In addition reimbursements will be made on a per diem basis in line with the [per diem rates for foreign travel](#) (determined by location visited) as declared by the U.S. State Department.
  - 3.4.1 The per diem rate will be either “Maximum per diem rate” to include accommodation, meals and incidental expenses (noting the maximum amount to be used for lodging),
  - 3.4.2 If accommodation is booked by the IAWP then the lower per diem rate will be paid to cover meals and incidental expenses (M & IE rate).
  - 3.4.3 For travel within the United States, the per diem rates used will be as determined by the U.S. General Services Administration ([GSA](#)).
  - 3.4.4 All receipts are to be submitted to the IAWP Treasurer.

3.4.5 Approval for expenditures will be in compliance with the IAWP Financial Management Policy.

- 3.5 The President, or designee attending an event as a representative of IAWP, will prepare a report for the Board of Directors detailing the outcomes of the initiative, an assessment of how/whether it met IAWP strategic goals and objectives, and any lessons learned for future opportunities.

***Adopted April 2001***

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