GMG Volunteer Travel Payment Policy
July 2023

A. Purpose

The purpose of this policy is to define the process for when GMG pays for travel for volunteers.

B. Policy

1. Volunteers will be asked to travel for GMG in the following circumstances:
   - To present on GMG’s behalf at a GMG or other industry event
   - To represent GMG at a GMG or other industry event
   - To attend strategic meeting(s) on behalf of GMG
   - To facilitate a GMG event (workshop, Forum, other)

2. Financial support for travel shall only be provided if no other source of funding is available.

3. Funds provided for travel must be within budgetary limitations. Unbudgeted travel must be approved by GMG’s Board of Directors.

4. Expenses will be reimbursed according to the following guidelines:
   - GMG will reimburse transportation (airfare, rail, car rental), accommodations, and event registration fees, in full or in part.
   - Travel and subsistence should be at the lowest overall cost to GMG.
   - GMG will not cover any costs related to extensions of travel for personal reasons.
   - GMG recommends but does not cover the cost of travel insurance. GMG is not responsible for lost or stolen possessions, medical emergencies or other related expenses incurred while travelling for GMG.
   - Expenses must be submitted to finance@gmggroup.org as soon as possible along with the original receipts. In the case where an original receipt is not available, proof of the expense will be required.

C. Travel Booking Procedures

Upon approval of travel on behalf of GMG, travel arrangements can be made either by the volunteer directly or through GMG following the guidelines listed above. Submission of refundable travel expenses are to be sent to GMG for reimbursement.

D. Volunteer Responsibilities

- The volunteer will provide GMG with a report on the outcomes, actions, contacts made and feedback following their attendance/participation at the event(s).
- The volunteer will be acting on behalf of GMG with GMG’s best interests in mind.
- Prior to travel, the volunteer will work with GMG to set a clear plan and objectives for the trip.
E. Risk Management During Travel

- Travellers should ensure that they have a contact person at GMG who is tracking their travel
- Travellers should monitor the risks associated with their travel prior to and during the travel

F. Lodging

- Lodging should be at the least expensive of available hotels or other suitable accommodation, taking into consideration personal safety and additional transportation costs that may be incurred to reach the event venue from the accommodation.
- GMG will not reimburse minibar expenses or in-room movies or games

G. Flights

- Air travel should be economy. In the case of trips when the flying time (including stops) is six hours or longer, seats with extra leg room may be selected.

H. Car Rentals

- Intermediate or smaller cars should always be rented for lone or pairs of travellers. Larger vehicles may be rented when more people are travelling together, or bulky equipment is included.
- While travelling when winter conditions may be expected, travellers must request snow tires.
- When renting a vehicle ensure that all potential authorized drivers are added to the insurance and rental agreement. A valid driver’s license will be required for all drivers. Driving by unauthorized drivers will void such protection and the traveller will become responsible for any damage or repairs.

I. Other Transportation

- Rail travel should be considered when it is less expensive than air travel or adds less time than driving or air travel.
- Personal cars may be used when it is less expensive than renting a car, taking a taxi or other alternatives.