



Executive Travel Policy

Purpose

The purpose of the travel policy is to establish guidance in determining the extent of acceptable travel for CITE business for the Executive Committee.

Scope

This policy applies to personal travel by the CITE Executive Committee including the District Administrator and Communications Coordinator for travel associated with CITE and ITE International business.

Policy

1. All travel requests must be made in advance and approved by the CITE Board in order for expense claims to be reimbursed with the exception of travel to the following events:
 - a. Annual CITE Conference
 - b. Fall meeting
 - c. International Board of Direction meetings (District Director only)
 - d. Annual ITE Meeting (President or designate)
 - e. Conference LAC Meetings (Executive Liaison or designate)
 - f. TAC Technical Meetings (President or designate)
 - g. CUTA Meeting (One per year; President or designate)
 - h. Section/Chapter Visits (One meeting each per term; President or designate)

2. In all respects, expenses associated with CITE approved travel will be reimbursed as per the Expense Reimbursement Policy.

Approval Date: