

Attachment 1: International Project Travel Policy

ENGINEERS WITHOUT BORDERS USA MINNESOTA PROFESSIONAL CHAPTER

Ratified: February 13, 2024

The Minnesota Professional Chapter, hereinafter otherwise noted as the Chapter, follows EWB-USA Travel and Finance Policies with the addition of the policies included in this document.

EWB USA Finance Policy can be found on Volunteer Village:

<https://volunteer.ewb-usa.org/s/article/Chapter-Finances>

For travel reimbursement to be considered, volunteers must be active, due paying, members of the Minnesota Professional Chapter, registered in Volunteer Village, and follow all requirements set forth in the EWB-USA travel guidelines unless otherwise noted herein.

1. The Chapter strongly recommends small travel groups that are no larger than 8 people.
2. For projects under \$50,000, travel costs shall not exceed \$10,000. For projects over \$50,000 travel costs shall not exceed 20% of the total project budget. This does not include airfare (See item 5).
3. Pre trip health related expenses (travel nurse appointment, medication, etc.) will not be paid for by the Chapter.
4. The Chapter has elected not to cover airfare to and from approved EWB-USA project countries. The Chapter encourages members to work with their employer to assist in costs for airfare. If an active member has a unique or special case where payment for airfare becomes problematic requests can be brought to the VP of International Projects. The VP of international Projects will submit a formal request for exception to the Chapter executive team who will vote and determine approval for funding an economy class ticket with a simple majority vote.
5. Travel, meals, lodging, etc. during the trip that are not directly related or for the project will not be funded by the Chapter. Examples include tourism, personal excursions, etc.