

ΩΦΑ Convention Travel

Discussion and Frequently Asked Questions

You are getting ready to plan your trip to Hartford, Connecticut and you realize that there are a few questions that you need answers to about planning your trip. Here is some information that will help with planning:

Reimbursement

The national organization reimburses travel costs for certain convention participants.

Those who conduct portions of convention have their travel reimbursed at 100%: current NEB officers, the insignia coordinator, the convention coordinator, and special (invited) workshop presenters.

Other “official” attendees are reimbursed for 50% of their travel costs: chapter voting delegates (normally 2 per chapter); alumnae delegates; TLCs, DAAs, NEB candidates and the immediate NEB past president.

This year we have several colonies that are about to become chapters and the NEB has exercised their authority to invite two delegates from each colony who will be reimbursed for 50% of their travel costs so that they will be ready to assume their role as new chapters in the fall.

The Rules

- ✓ You will be expected to travel using the least expensive method (driving or flying). You can choose a more expensive option, but you will only be reimbursed for the least expensive amount.
- ✓ If you fly, you will be expected to use a commercial airline and fly business or second class. You must book your flight at least 21 days in advance. If you do not, you will only be reimbursed for the cost at that date.
- ✓ There will be a shuttle from the airport to the hotel and we will arrange for some airport “pick-ups” at times when a lot of people are arriving. If you choose to take a taxi instead of waiting for the shuttle, you will not be reimbursed.
- ✓ If you travel by bus, you should also buy your ticket in 21 days in advance to take advantage of price discounts.
- ✓ If you drive, you will be reimbursed at a rate of .14 cents per mile. No more than 100% of mileage per vehicle will be reimbursed – so if 3 people who are eligible for 50% reimbursement travel in one car, they will NOT each be reimbursed 50% for a total of 150%.
- ✓ Be sure to get written documentation for all expenses (except mileage). A plane ticket, the shuttle receipt, etc. (copies are OK).

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The NEB has the authority to make exceptions to the travel policies *when merited*. For example, there have been exceptions made to bring more sisters to convention. For information or help, contact Pamela McEwen at finance@omegaphialpha.org.

FREQUENTLY ASKED QUESTIONS

1. What if I do not come directly from my school (or home) to convention?

Some delegates will come to convention from their homes, summer school, summer jobs or other summer locations. That is why we ask for summer contact information on the registration form. You will be reimbursed for your travel from your summer location to convention and then back.

2. Can we combine our reimbursements – and bring everyone together in one van?

*Technically, you would only be eligible for 14 cents per mile per vehicle no matter how many paid people were riding. However, **the NEB** has the authority to make exceptions and has, in the past, worked with chapters who had NEB or district officers in their area who were willing to “join forces” in order to bring more sisters to convention. Just be sure to allow plenty of time for the NEB to consider your request (it does require a vote) and be sure you have drivers over 21 (for insurance purposes).*

3. What if I have to drive 50 miles from my home to the airport? Is that reimbursed?

The mileage to the airport is reimbursable at 14 cents a mile. If you only live a few miles from the airport, I would not expect everyone to claim this mileage. But I know some sisters will drive a significant distance to get to a major airport, and I would expect them to claim that cost.

4. What if I have to change my ticket at the last minute? Will national reimburse me for the cost of making that change?

*That depends. If the reason for the change is absolutely beyond your control, you can petition the NEB and request that they allow you to include the charge as a part of your cost (to be reimbursed at the rate you are entitled to). **The NEB** is then authorized to review your request to determine if they think an exception should be made.*

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5. When will I receive reimbursement?

You will receive reimbursement for travel at convention as long as you bring something to convention that documents your cost. You will be provided with an expense voucher to prepare – and if you prepare it immediately, you will receive the check before you leave. If you are personally paying for convention travel and the cost is going to be a problem – you should contact Pamela McEwen (see above).

6. What if I park my car at the airport while I am gone? Is this reimbursable?

This would not normally be a reimbursable cost.