



Delta Gamma

1873

Travel and Event Policy

1. Purpose Statement. This document defines the Delta Gamma Event Policy for all members of Delta Gamma Fraternity and Executive Offices staff to effectively manage Events and ensure consistency when making changes involving participation at Events. These policies delineate a framework to aid volunteers and staff and in planning and scheduling Events to be held on behalf of Delta Gamma Fraternity.

2. Applicability and Scope. This policy applies to all Delta Gamma Fraternity members and Executive Offices staff involved in formal Delta Gamma Fraternity Events as well as Fraternity and Foundation sanctioned travel. The objectives of this policy are to prepare Delta Gamma Fraternity Event attendees for Events; to respond in a consistent and unified manner to cancellations, changes, replacements, reservations, and substitutions; to have criteria in place for Event Waivers by describing a uniform approach to Event Waivers and evaluation; and to set guidelines for non-Event travel. All volunteers and staff organizing meetings and Event venues are expected to follow these policies.

3. Affiliations. Please refer to the Pre-Event Communication, the Credentials Policy, Delta Gamma Collegiate Policies, Delta Gamma Alumnae Policies, Delta Gamma Foundation Policies, Delta Gamma Housing and Fraternity Housing Corporation Policies.

4. Effective Date. This policy is in effect immediately.

5. Responsibilities. Each Delta Gamma is responsible to the Fraternity for any expenses incurred as a member pursuant to the Statement of Obligation. This is a lifelong obligation and extends to Events and Fraternity travel.

- a. Council/BOT Members. Any Fraternity/Foundation officer attending Convention or required Delta Gamma Events at Fraternity/Foundation expense who does not complete their term of office or assignment of work will be asked to refund the expenses paid within 90 days.
- b. Leadership Members. Any Leadership member attending Convention or required Delta Gamma Events at Fraternity/Foundation expense who does not complete their term of office or assignment of work will be asked to refund the expenses paid within 90 days.
- c. Collegians.
 - i. Collegiate Delegates/Required Attendees. If a collegiate delegate/required attendee does not return to their chapter and complete their term of office (e.g., resignation, expulsion, removal, etc.) the chapter shall reimburse the Fraternity for their event expenses. It is the responsibility of the chapter to collect the expenses from the delegate/required attendee to reimburse the chapter.
 - ii. A collegiate delegate/required attendee is required to report their absence to the events team as outlined in the waiver process in Policy Statement 6(g) below or as otherwise directed in the event communication. If the absence is reported too late or not reported at all, the chapter shall reimburse the Fraternity for their event expenses. It is the responsibility of the chapter to collect the expenses from the delegate/required attendee to reimburse the chapter.
 - iii. Convention Inspiration and Initiation Participants. Collegiate members participating in the Inspiration and Initiation ceremonies at Convention may attend General Sessions and/or optional training sessions without paying a Convention registration fee.
- d. Alumnae Delegate Responsibilities after Convention. If an alumnae delegate does not return to their chapter and complete their term of office (e.g., resignation, expulsion, removal, etc.) the chapter shall reimburse the Fraternity for their Convention expenses. It is the responsibility of the chapter to collect the expenses from the delegate in order to reimburse the chapter treasury.

6. Policy Statements: The Policies and Procedures are an extension of the Pre-Event Communication and the Credentials Policy, and are designed to give Delta Gamma Fraternity members, collegiate chapters, alumnae groups, advisers, house corporation officers, Leadership, and Executive Offices staff a clear understanding of their responsibilities.

- a. Rooming. Required attendees shall room with other required attendees who are serving in a like position. Any other arrangement must be approved through the Event Waiver process. For further information on the Event Waiver process, please see Section g below.
 1. If a required attendee wants to room with another individual who is not a required attendee or desires a single room for health issues or to care for an infant, they must notify the events team in accordance with what is outlined in event communication. (The following factors will be considered prior to granting an Event Waiver if the attendee is bringing an infant (birth to twelve months of age):
 - b. is the Event conducive to infants,
 - c. will the volunteer be able to adequately perform their duties at the Event, and
 - d. will the volunteer be able to attend all meetings and programs.
 2. The training, development and member experience team will review the Event Waiver request, make a determination then communicate to the member via email.
 3. If the Event Waiver request is approved, the Fraternity/Foundation will reserve and pay for the required attendee single room for the published dates of the Event. The Fraternity/Foundation only covers the cost for the required attendee. If the Event Waiver is denied, the individual will be responsible for half the cost for the single room if they still choose to stay in a single room and there is single room availability in the Delta Gamma room block.
 4. If a required attendee has a special guest joining them at the Event, they must notify the events team in accordance with what is outlined in event communication.

- b. Flights. Approved Delta Gamma Event travelers are required to use the timeliest and most cost-effective travel planning. This includes the use of the Fraternity/Foundation's preferred travel agency, as defined in the Pre-Event Communication.

If the Fraternity/Foundation is purchasing the round-trip Event flight and the attendee is departing from and/or returning to a different location(s) due to personal plans, the attendee must reimburse the Fraternity/Foundation if there is an increased flight cost difference due to personal plans.

- c. Expenses. Council/BOT, Leadership and Executive Offices staff will be reimbursed for one baggage fee for each leg of a round trip, for Event travel. Representative Attendees' baggage fees shall be reimbursed by the local group.
 - 1. If a meal or break is provided during the Event, the Council/BOT, Leadership and Executive Offices staff will not be reimbursed for a separate meal, snack item, or beverage they purchase on their own during this same timeframe.
 - 2. Meals purchased by Council/BOT, Leadership, and Executive Offices staff during travel to an Event will be reimbursed up to \$15 for breakfast, \$25 for lunch, and \$35 for dinner including tax and tip. If a meal is not provided at the Event, the reimbursement limits will be defined in Pre-Event Communication.
 - 3. Council/BOT, Leadership, and Executive Offices staff will be reimbursed for their personal round-trip ground transportation to and from the airport if the cost is less than or equal to the combined cost of the approved mileage reimbursement plus airport parking. Council/BOT, Leadership, and Executive Offices staff will be reimbursed for their ride share/cab fare to and from the airport to the Event location if their flight falls outside of the scheduled ground transportation timeframe as long as their Event Waiver is approved.
 - 4. Council/BOT, Leadership, and Executive Offices staff will be reimbursed hotel or airport parking fees and mileage up to the published expense limits in the current fiscal year's Schedule of Allowances and Charges. The Pre-Event Communication will

specify if mileage and parking fees are reimbursed by the Fraternity/Foundation for each type of attendee.

5. The collegiate chapter and alumnae group pays the Event registration fee for its Representative Attendees when such a fee is required.
- d. Mileage. Council/BOT, Leadership, and Executive Offices staff will be reimbursed for their personal roundtrip ground transportation to and from the airport if the cost is less than or equal to the combined cost of the approved mileage reimbursement plus airport parking, up to the published expense limits in the current fiscal year's Schedule of Allowances and Charges. The Pre-Event Communication will specify if mileage and parking fees are reimbursed by the Fraternity/Foundation for each type of attendee.
- e. Additional fees. Any attendee who requires nonstandard accommodations outside of those covered by ADA that result in additional fees from the hotel, airline, or other service provider shall be personally responsible for those additional fees. These include, but are not limited to, emotional support animals, extensive dietary requests outside of allergy restrictions, etc.
- f. Non-Event Fraternity/Foundation sanctioned travel. When traveling on behalf of the Fraternity/Foundation, Council/BOT, Leadership, and Executive Offices staff are expected to make travel accommodations with finances and budget in mind.
 1. Meals purchased during travel will be reimbursed up to \$15 for breakfast, \$25 for lunch, and \$35 for dinner including tax and tip.
 2. Individuals will be reimbursed for their personal round-trip ground transportation to and from the airport if the cost is less than or equal to the combined cost of the approved mileage reimbursement plus airport parking, up to the published expense limits in the current fiscal year's Schedule of Allowances and Charges.
 3. Individuals will be reimbursed for one baggage fee for each leg of a round trip.

4. When booking their own flight, individuals should book the least expensive flight within reason for Fraternity/Foundation travel. Documentation may be required to justify the purchase of a more expensive flight. Seat upgrades will not be reimbursed by the Fraternity/Foundation.
 5. If the Fraternity/Foundation is purchasing the round-trip Event flight through the preferred travel agency and the attendee is departing from and/or returning to a different location(s) due to personal plans, the attendee must reimburse the Fraternity/Foundation if there is an increased flight cost difference due to personal plans.
- g. Waivers. If an attendee cannot be present at a required Delta Gamma event, they must submit an Event Waiver to Executive Offices in accordance with the pre-event communication. All Event Waivers will be reviewed by the events team, and if additional approval is needed (i.e., does not fall within the approved reasons for waiver) the appropriate volunteer supervisor will be consulted. The following are approved reasons for an Event Waiver:
1. Class or academic conflict
 2. Life event such as wedding, birth of a child, etc.
 3. Severe medical issue/illness for attendee or family member
 4. Natural disaster
 5. Care for an infant child or dependent parent
 6. Work conflict
 7. University athletic event (as a participating athlete,
 8. Concerns about/inability to perform technology requirements for attendance (*for online events only*), or
 9. The laws of the state/municipality where the event is being held fail to meet the attendee's healthcare needs.

Event Waivers for Fraternity attendees shall be approved or denied by the training, development and member experience team. Event Waivers for Foundation Leadership Volunteers are governed by the Foundation Leadership Event Waiver Policy, which can be found in the library.

7. Definitions.

- a. Event. An Event is defined as a planned in-person gathering in which members are gathered to conduct Fraternity business,

training/education, leadership development, or any other business event organized by the Fraternity and/or Foundation.

- b. Event Waiver. An Event Waiver is a document filed by a required attendee of an Event that requests missing some or all of the event itself.
- c. Leadership. For a full list of those volunteers encompassed in the term Leadership, please review the definition in the Delta Gamma Style Guide.
- d. Representative Attendees. Representative attendees include collegiate members, alumnae members, advisers, and house corporation officers who are attending on behalf of a chapter, association, advisory team, or house corporation or have been chosen individually to attend an Event.
- e. Pre-Event Communication. The Pre-Event Communication is specifically tailored for each event. The Pre-Event Communication specifies who is required to attend an Event. The Pre-Event Communication will explain how to register for an Event.

8. Policy Proponent and Exception Authority. The Proponent of this policy is the assistant director of events. The Proponent may propose exceptions or Event Waivers to this policy to the Council and/or Board of Trustees. Council, the Board of Trustees and the Fraternity and Foundation executive directors shall determine any matters not expressly covered by these policies and procedures.

Approved by Council and Board of Trustees January 2023