

ISA Executive Committee Travel & Expense Policy

The ISA Executive Committee (ISA EC) is a volunteer function in accordance with Article 6 of the ISA Constitution.

Travel to/from Meetings & ISA Events

- In principle, all air travel to and from ISA EC Meetings or ISA Events shall be organized by the ISA Office in coordination with the ISA Travel Agent.
- EC Members may organize their own travel if they are able to find airfares that are comparable or lower to the airfares achievable by the ISA Travel Agent.

Accommodation

- All accommodations for ISA EC Members at ISA Events shall be organized by the ISA Office in accordance with the terms of the hosting agreements.
- All accommodations for EC Meetings shall be managed directly by the ISA Office.
- Any accommodation arrangements outside of those determined by the ISA Office shall be agreed in advance by the ISA Executive Director.

Expenses

- The ISA shall reimburse EC Members for all reasonable and necessary expenses ordinarily and properly incurred by EC Member, (according to the the current ISA expense reimbursement policies) in the performance of their duties under the ISA Constitution, provided that the EC Member presents receipts and such other supporting information satisfactory to the ISA related to the expenditure for which they claim reimbursement. All expenses will be agreed in advance with the ISA Executive Director or his representative.

Per Diem

- The ISA does not currently provide EC Members with any daily allowance and any future consideration shall be subject to a decision by the EC.