



Approved lodging costs will be paid directly to the lodging establishment. Arrival or departure later than is required to attend a conference or event will make additional lodging and travel expenses the responsibility of the staff member.

Spouses or other guests may accompany a staff member on an official trip, provided their presence does not detract from the staff member's duties. Any costs incurred by them will be the responsibility of the staff member with one exception: one family member may share the staff member's hotel room at no extra cost, provided this does not occur at a conference or event where staff members are expected to share rooms with other staff members.

Reasonable tips, phone calls, local transportation, and other peripheral expenses will be reimbursed upon the staff member's return. One phone call per day to immediate family members while traveling is generally considered reasonable; however, agency wireless phones should be used instead when available and in the regional calling area. Reasonable tips are those at the currently accepted industry rate.

SAPPPC encourages staff members to show regard for economy in incurring travel expenses.

*Approved March 17, 2005*