

CLCA Volunteer Travel Policy

CLCA HQ has long recognized the value of its volunteer members and appreciate their time and commitment to CLCA. Since Southwest Airlines tickets (and ticket value) may only be used by the individual named on the ticket, CLCA's travel practices have changed.

Board and Chapter Presidents Travel

All travel will continue to be booked by CLCA staff for chapter presidents, and board members upon request by the member. However, if the chapter president or board member cancels and is unable to attend and there are no other known meetings scheduled within one year, the individual will be responsible for purchasing the ticket from CLCA. The ticket can be used by the individual (only the individual and not transferrable) for travel within one year from the date the ticket was originally purchased by CLCA.

If you cannot make your flight, it is your responsibility to cancel your plane reservation and then to notify CLCA staff. In the instance that you miss your flight and did not cancel your air reservation beforehand, the value of your ticket is lost and no value can be applied to future air reservations.

If you need to make any changes to your flight after it's been booked by staff, you will be responsible in making them yourself and pay any applicable fees.

Should the flight you miss be the outbound leg of your air reservation, the entire value of the round-trip ticket is lost and cannot be applied to future travel. Also, the cost for a replacement air reservation will be paid by the board member/chapter leader and not CLCA.

Please note that if you choose to drive to/from CLCA headquarters (which is the majority location for CPC and board meetings), CLCA will reimburse your mileage up to the cost of an airline ticket (for members from southern CA). In addition, if you choose to drive and in need of a hotel room (in lieu of flying), you are responsible for your own lodging costs.

Documentation

For meeting reimbursements, volunteers need to submit all necessary receipts. For mileage, a printout showing the miles from your point of origin to your destination from google maps or Yahoo maps will suffice.

Receipts need to be turned in along with the CLCA Reimbursement Form.