

	<p>policies and procedures ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	APPROVED	NUMBER 3-1
		DATE May 12, 1989	ISSUE 5
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TRAVEL AND ENTERTAINMENT EXPENSE			

PURPOSE

To establish a policy for the reimbursement of Electric Boat Management Association members for travel, entertainment and expenses in accordance with Article X of the Bylaws.

To establish that EBMA is in compliance with Electric Boat Division SP 1-32, General Dynamics Ethics Program, in our conduct of business.

AREAS AFFECTED

All EBMA members.

DEFINITIONS

In accordance with Electric Boat Division SP 8-2 and SP 8-9
(Appendices A and B) .

GENERAL

1. Policy

- A. Travel Allowances - It is the policy of the EBMA to pay for all actual, reasonable and necessary expenses incurred by members traveling on EBMA business. Travel expenses will be reimbursed in accordance with Electric Boat Division SP 8-2 and SP 8-9. The shop order to be used is to be obtained from the Vice President - Human Resources.
- B. Special Expenses - Registration cost, including special luncheons or dinners, will be paid, using only EBMA funds, for all delegates or representatives (approved by the Board of Directors) to conferences or any special seminars.

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- C. Entertainment Expenses - All entertainment expenses relative to EBMA business (not expressly itemized in the budget) will be reimbursed, using only EBMA funds, provided prior written approval was obtained from the Board of Directors or their authorized representative.
- D. Approval - No EBMA member is authorized to **approve** his/her own travel or entertainment expense **request**.

2. Business Ethics -

- A. Gifts and gratuities (such as free lunches, dinners, beverages, free accommodations, free use of facilities for members, or their families) from restaurants, hotels, etc., with whom we do business, are not allowed.
- B. Exceptions would be considered when a new restaurant, or a business under new management is soliciting our patronage for dinner meetings. In which case, it would be acceptable for the program committee to inspect and sample the facilities and intended food service.
- C. Discounts for food, beverages, accommodations or use of facilities which may be offered by an establishment, must be offered to the entire membership in order to be acceptable by any member.
- D. It must be assured that unpaid tickets, cost of speaker, gifts, travel/accommodation expenses **or** hospitality rooms that are billed to the company are in accordance with SP 8-1 and SP 8-9. other reasonable expenses incurred by the program director, any officer, committee chairperson, or member, in conjunction with EBMA functions will be reimbursable by submitting an expense voucher, and paid only when they fall within the guidelines of SP 8-9. If such expenses occur that do not come within the guidelines of SP 8-9, said expenses will be paid using EBMA funds only.

PROCEDURE

1. Travel Requests, Cash Advances and Insurance Coverage

- A. Travel requests - All travel and entertainment requests must be submitted to the Board of Directors **or** their authorized representative for approval a minimum of one week in advance of the travel, if funding has not previously been budgeted and approved by the Board of Directors. The President will approve all travel and entertainment requests for budgeted items.
- B. Cash Advances -

- (1) A Cash Advance/Travel Order, EB Form No. 84-00-0888, must be completed and signed by the Vice President Human Resources and the EBMA President for all travel associated with EBMA business. This will provide the traveling member(s) with: (1) insurance coverage under General Dynamics Corporation's normal travel accident insurance; and (2) collision damage deductible for rented or personal autos as described in Electric Boat Division SP No. 8-2.
 - (2) For cash, and/or entertainment advance not covered by I.. B. (I) above, that are to be made by the Treasurer to EBMA members traveling at organization expense, a request memorandum must be completed by the traveling member, and submitted to the EBMA President for approval. The memorandum will specify the amount of cash advance to be authorized.
2. Reimbursement - An EBMA member will be reimbursed by the Treasurer for EBMA travel and entertainment expenses, **or** for any other approved expenses which are incurred in the performance of an EBMA job function, upon submittal of an Employee Expense Voucher (EB Form No. 84-00-0167), along with receipts and records necessary to substantiate expenses (in accordance with SPs 8-2, 8-9 and 1-34). The Employee Expense voucher is to be submitted to the EBMA President, Board of Directors, or Company, depending on the authorization authority.
3. Conflict of Interest - Any member of the Association involved with, or while traveling on, Association business, will conduct him/herself in a manner that supports the General Dynamics Standards of Business Ethics and Conduct. Any violation of these standards will be reconciled by the officers and Board of Directors.