

21. GSF Presidents Leadership Travel Policy

This policy will establish a consistent and transparent policy that defines eligible leadership travel expenses for the GSF President or approved designate when conducting authorized GSF business. The policy provides clarity for current and future leadership while supporting responsible stewardship of GSF funds.

Each year an amount is approved for Leadership travel in the annual budget. However, our current policy does not specifically state what specific expenses can be claimed under this category. Some expenses for Presidential travel are covered by the host association as per Policy #4.3 - Attendance of the GSF President at Member Association Conventions. To avoid any GSF representative being out of pocket, this policy seeks to clarify what can be claimed back, over and above airline travel.

Admissable expenses to be claimed, using actual expense incurred, are:

- Round trip airfare (economy)
- Taxi/uber or similar transportation to/from home to local airport, or parking fees at the airport (based on the number of days of the event attending)
- Taxi/uber or similar transportation to/from arrival airport to local hotel
- If accommodation is not in the same venue as the event, then transportation to/from hotel to venue is covered
- Accommodation not covered by the host association (relating only to the event and not extended stays)
- Meals on travel days, limited to \$75 USD per day
- Meals during the event days not covered as part of Conference/Event registration, limited to \$75 USD per day
- Cost of travel visas, documents or country entry fees

If an extraordinary or unusual expense not listed above is required, the process for approval would be a prior review and formal approval by the PLT. Unanticipated or emergency expenses incurred during travel would similarly require review and formal approval by the PLT.

All expense claims must be submitted using the GSF Expense Requisition form along with scanned copies of all supporting receipts. Currency conversions will use the exchange rate reflected on the payment method or, if unavailable, the published exchange rate on the transaction date.

[Home](#) | [Prev: WhatsApp Groups and other Social Media Message Boards Policy](#) | [Next: Addendum A.1 – Global Speakers Summit Business Model](#)

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