



**World Plumbing Council  
Travel Policy**

**Approved by the Executive Board on 15 March 2023 in Frankfurt**

It is the policy of the World Plumbing Council (WPC) to pay for its board members reasonable expenses for approved WPC related travel, pursuant to this policy.

**A. Reasonable expenses include:**

- a. Coach fare for WPC board members to travel to and from
  - i. Board Meetings; and
  - ii. WPC General Meetings
- b. Hotel stay beginning the day prior to the event and extending through the day following the event.
- c. Up to two (2) pieces of checked luggage that include your clothing and other items required for business aspects of your trip.
- d. Reasonable parking costs and tolls for required business travel.
- e. Reasonable meal expenses for the duration of the trip.

**B. Reimbursable expenses do not include:**

- a. Any costs for medical coverage or insurance.
- b. Fees associated with personal items not used for business purposes such as golf clubs and surfboards.
- c. Expenses for activities or services outside the meeting are not included (for example, excursions and shopping, laundry and dry cleaning, haircuts and personal grooming, childcare).

**C. Making Reservations for Travel**

- a. Board members may make their own travel reservations and WPC will reimburse the expense pursuant to section A and B of this policy.
- b. Alternatively, Board members may seek assistance from IAPMO's travel department to arrange their flights, which will then be paid for by the WPC.

**D. Policies for Travel**

- a. Board members are expected to make intelligent, informed choices while traveling on WPC business. As a general rule, board members should seek to incur the lowest reasonable travel expenses.