



**World Plumbing Council  
Travel Policy**

**Approved by the Executive Board on 30 July 2025**

It is the policy of the World Plumbing Council (WPC) that Executive Board members will fund their own travel to meetings. Executive Board members may request financial support for their travel to attend said meetings from the Chair, provided they can demonstrate financial need.

The WPC will fund all Executive Board member travel expenses to one (1) in-person strategic planning meeting. This meeting is typically held in the first few months following a newly elected Board.

**A. Reasonable expenses include:**

- i. Coach fare for WPC board members.
- ii. Hotel stay beginning the day prior to the event and extending through the day following the event.
- iii. Up to two (2) pieces of checked luggage that include your clothing and other items required for the business aspects of your trip.
- iv. Reasonable parking costs and tolls for required business travel.
- v. Reasonable meal expenses for the duration of the trip.

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

- i. Any costs for medical coverage or insurance.
- ii. Fees associated with personal items not used for business purposes such as golf clubs and surfboards.
- iii. 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**

- i. Board members may make their own travel reservations and WPC will reimburse the expense pursuant to section A and B of this policy.
- ii. 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**

- i. 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.