



Western Regional Air Partnership  
Travel Support Policy

July 13, 2015

A goal of the WRAP is to ensure in person participation to the greatest extent possible at each of the semi-annual meetings. State WRAP Board members have their travel funded through the WESTAR budget travel allocations. However, local air agency (2) and tribal (5) WRAP Board members do not have a designated funding source. To facilitate in-person meeting attendance, WRAP will adhere to the following travel procedures and policies:

- WRAP will strive to pay the full cost for travel for attendance by local air agency and tribal board members at the two semi-annual meetings. WESTAR travel policies, including proper prior authorizations and documentation, must be followed.
- Planning for travel funding allocations will be initiated three months in advance of the meeting to the greatest extent possible. This will ensure sufficient time to address cost and funding issues and purchase airfare at a low cost.
- WRAP staff will identify in-house funding available for travel.
- If travel for local and tribal Board members can be funded at 100%, WRAP will make such funding available if requested by those members.
- If travel for local and tribal Board members can only be funded at some lesser amount, WRAP still will specify the total available amount. A conference call (or series of calls) will then be held as soon as possible. The tribal and local Board members will discuss who can utilize outside funding sources for the travel (for example, agency funding, ITEP). The goal of this discussion is to determine the ability for the tribal and local WRAP Board members to attend the next meeting and reach consensus on the total available resources to offset travel costs so that the Board members who do not have additional financial resources can use the limited available funding to travel and those Board members who may be able to offset some of the costs can cost-share the travel costs with WRAP.
- Failure to reach consensus in such a conference call may result in WRAP staff providing an equal percentage of the available funds to each local and tribal Board member.