



Wolverine Band Boosters Travel Policy
Officially Adopted: October 4, 2022

This policy defines travel related costs for out-of-area travel expenses for defined Essential Volunteers that are *pre-approved* by the Wolverine Band Boosters Board

An Essential Volunteer is defined as an individual who holds a position in which they lead a range of operations that are typically essential to the travel and well-being of the band program and students. Such individuals may include but are not limited to Chaperones, Co-VPs of Student Services, and VP of Operations. Essential Volunteers should be available to fulfill all obligations during travel events. In the event that an Essential Volunteer formally declares inability to fulfill his/her obligations, a pre-approved individual may be chosen as a replacement and therefore entitled to the previously defined travel benefits.

WBB will provide semi-private rooms for any defined Essential Volunteer in the event that the entire band is required to stay overnight. A semi-private room is shared by 2 Essential Volunteers of the same gender, or may be shared by a spouse in the case where a spouse is also considered an Essential Volunteer. An Essential Volunteer may also be asked to room-share with a staff member or contracted staff of the same gender when applicable. If an Essential Volunteer chooses to forgo the room provided by WBB, he/she accepts the financial responsibility of a private room.

WBB will also provide meals and entrance fees for any defined Essential volunteer along with the band students. If the individual chooses to purchase a meal or other entertainment not provided by the band program, the individual accepts the financial responsibility and will not be reimbursed by the WBB. All other travel expenses such as gas, mileage, tolls, etc. will be the individual's responsibility (with the exception of vehicles pulling a band program trailer), but should be noted that such expenses may fall under charitable contribution deductions for travel expenses. It is encouraged to keep track of these expenses for further consideration by the individual's personal tax professional.