



# WRAP Travel Support Policy

Approved by the WRAP Board on February 2, 2022

A goal of the WRAP is to ensure in-person participation to the greatest extent possible at each of the semi-annual WESTAR/WRAP business meetings and at other in-person topical meetings. State WRAP Board members and state air agency staff have their travel funded through the WESTAR budget travel allocations. However, local air agency and Tribal agency WRAP members do not have a designated funding source. To facilitate in-person Board member business meeting attendance, as well as local air agency and Tribal agency member attendance at other topical meetings necessitating in-person attendance, WESTAR/WRAP will adhere to the following travel procedures and policies:

WESTAR/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 WESTAR/WRAP business meetings. If additional funding is available, WESTAR/WRAP may provide travel support for local air agency and Tribal agency WRAP members to attend in-person topical meetings in the following order of priority,

WESTAR/WRAP Business Meeting, WRAP Board Meeting	Travel funding for local/Tribal air agency, in order of priority:
	1. WRAP Board members
	2. WRAP Technical Steering Committee (TSC) Co-Chairs, Work Group (WG) Co-Chairs, Subcommittee/Team Leads
	3. TSC members
	4. WG/Subcommittee/Team members
	5. WRAP members

Other WRAP Topical Meetings	Travel funding for local/Tribal air agency, in order of priority:
	1. WRAP Technical Steering Committee (TSC) Co-Chairs, Work Group (WG) Co-Chairs, Subcommittee/Team Leads, as applicable
	2. TSC members, WG/Subcommittee/Team members, as applicable
	3. WRAP members

The [WESTAR Travel Expense Reimbursement](#) policy (FA-00-06), including proper prior authorizations and documentation, must be followed.

Planning for funding allocations to support Tribal and local agency travel to WRAP meetings 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/WESTAR staff will identify in-house funding available for travel.

If travel can be funded at 100%, WESTAR/WRAP will make such funding available if requested by local and Tribal agencies.

If travel can only be funded at some lesser amount, WESTAR/WRAP will specify the total available amount. A conference call (or series of calls) will then be held as soon as possible. WRAP/WESTAR staff and the Tribal and local agency personnel who have requested the travel funding will discuss who can utilize outside funding sources for the travel (for example, agency, personal, other organization). The



goal of this discussion is to determine the ability for the Tribal and local WRAP members to attend meetings and reach consensus on the total available resources to offset travel costs so that the WRAP members who do not have additional financial resources can use the limited available funding to travel and those WRAP members who may be able to offset some of the costs can cost-share the travel costs with WESTAR/WRAP.

Failure to reach consensus in such a conference call may result in WESTAR/WRAP providing an equal percentage of the available funds to each local and Tribal agency requesting travel support.