

**BRANCH TRAVEL CHAIRMEN**  
*Prepared by SIR State Training Committee 10/1/05*  
**Revised 9-1-06**

**1. Travel Responsibilities.**

- a. The Branch Executive Committee (BEC) is responsible in every respect for the travel program of the Branch.
- b. A Branch Travel Chairman (BTC) is appointed by the Big Sir. The Travel Chairman, under the direction and supervision of the Big Sir and Branch Executive Committee (BEC) is responsible for the planning, promotion and conduct of duly authorized Branch travel events.
- c. The Big Sir may select one or more members to serve on a Branch Travel Committee headed by the Branch Travel Chairman (BTC) as required to assist in the conduct of an effective travel program.
- d. A Branch Big Sir, Little Sir, Secretary or Treasurer may not serve on the Branch Travel Committee in any capacity. Other elected officers of a Branch (Asst. Secretary, Asst. Treasurer, or a Director) may serve as BTC or as a member of the Branch Travel Committee but, as a member of the BEC, he must abstain from voting on Branch Travel matters.

Reference: Rules 383-384-385

**2. Appointees.**

Branch appointees shall serve at the pleasure of the Big Sir and the appointment shall not extend beyond the Big Sir's term. Rule 130

**3. Travel Procedures.**

a. **SIR-Qualified Travel Agency.** Branch travel events shall be presented by a SIR-qualified travel agency listed on the SIR Website. Rule 374-376

b. **Approval.** The Activity or Event must be presented to the BEC by the BTC on a properly completed Form 53 – Request for Approval of Branch Travel Event, giving complete details of the activity or event. The approval must be properly recorded in the BEC minutes of that meeting. Rule 405

c. **File Branch Secretary.** The BTC must provide to the Branch Secretary, when a travel event is approved by the BEC, a completed Form 53 along with a copy of the SIR-qualified list of travel agencies that contains the name of the travel agency and that it has current insurance. Rule 405-408-413

d. **Contract.** After approval of the BEC and submission of the Form 53, the BTC must then complete and have signed the SIR Contract Form 50 – Required for Branch Travel Events. The BTC shall not sign a contract for a travel event unless the Agency is on the list of SIR-Qualified Travel Agencies and it has current insurance as indicated on the list. **Rule 408. Note:** The date the contract is signed by the BTC cannot be earlier than the date the event was approved by the BEC as indicated on the Form 53.

**3. Travel Procedures (Continued)**

e. **Insurance.** If the insurance expires 30 days prior to or during the travel event, the BTC must check the SIR Website to ascertain if the insurance has been updated on the list of Agencies, or contact the Chairman of the State Insurance or Travel Committee to ascertain the status of the insurance. Confirmation that the insurance was reinstated or renewed must be provided by the BTC to the Branch Secretary by an updated copy of the qualified list or a signed and dated note as to how this was ascertained for filing with the Form 53. Rule 413

**f. Insurance Problem.**

It is the BTC's responsibility to ensure that the travel agency's insurance is in effect from the date the contract is signed until the travel event is completed. If the insurance is not renewed or is cancelled prior to the contracted travel event, the Branch Travel Chairman shall immediately notify the Chairman of the State Insurance or Travel Committee of this fact. The BTC will be provided a recommendation by the State Chairman regarding the status of the travel event. The BTC shall then promptly notify the Big Sir of the situation and the recommendation received from the State Chairman.

**Note:** If there are significant changes regarding the travel event, the Big Sir shall call for an emergency meeting of the BEC. The BTC shall promptly notify the travel event participants and the Chairman of the State Travel Committee of the decision of the BEC. Rule 412-416

**g. Financial Report.** Within 30 days of the completion of each travel event, the BTC shall turn over to the Branch Treasurer as unencumbered travel funds, all excess funds from the event which are in his control. He shall also submit SIR Form 52 – Travel Event Financial Report, setting forth in detail all receipts and expenditures of funds except gratuities and refunds to participants of excess funds. The report must also include a statement setting forth any deviations from the travel accommodations and services actually provided and those contained in the proposal as approved, the financial or other adjustments made for such deviations and the Travel Chairman's statement as to the reasonableness of the adjustments. Rule 424

**g. Out-of-Country Travel.** Travel outside of the US, Canada and Puerto Rico require the addition of \$5 per person to provide adequate funding for insurance coverage. It also requires preparation and submission by the Travel Chairman of the SIR Form 51 – Report of Travel Event Outside the United States, Canada and Puerto Rico (and United States Territories/Possessions) Rule 369

**h. Travel Event Cancellation.**

If a Branch Travel Event is cancelled for any reason, the BTC shall make copies of the SIR Contract Form 50 for that Travel Event and mark on the face of the Form in bold lettering of a distinctive color "EVENT CANCELLED", and the date of cancellation. Copies of the cancelled Form 50 must then be promptly sent to the Branch Secretary, Branch Treasurer, Area Governor, Regional Director and State Travel Chairman. Rule 409

**4. Participants of Travel.**

**a. Inactive Member.** An inactive member is not eligible to participate in SIR Travel Events.

**4. Participants of Travel (Continued)**

**b. Eligible Participants.** Only an active member of SIR, regardless of Branch, his wife or companion, and his guests shall be entitled to participate in SIR Travel Events. A relative of an active SIR member (meaning a parent, sibling, child or grandchild) and their companions, and the widow of a deceased member may also participate. The number of guests participating in a SIR Travel Event shall not exceed the number of active members, plus participating wives, companions and relatives.

**5. Distribution of Required Forms.**

- a. Within 7 days of approval, copies of the **Form 53** must be submitted by the BTC to the Branch Secretary, Area Governor, Regional Director and Chairman of State Travel Committee.
- b. Within 7 days of its execution, copies of the **Form 50** must be submitted by the BTC to the Travel Agency, Branch Secretary, Area Governor, Regional Director and Chairman of State Travel.
- c. Within 30 days after the termination of the event, the BTC must submit copies of the **SIR Form 52** to the Branch Treasurer, Branch Secretary, Area Governor, Regional Director and Chairman of the State Travel Committee (if the event included travel by air or sea, include a copy of the Branch flier describing the event).
- d. If the travel event was outside of the United States, Canada and Puerto Rico (and United States Territories/Possessions), in addition to submitting the **SIR Form 51** to the State Treasurer along with the amount of funds remitted as specified in Line 5 of the form, the Branch Travel Chairman shall submit copies of the Form 51 within 7 days of receipt of funds from the SIR-approved Travel Agency to the State Travel Chairman, Branch Treasurer, Area Governor and Regional Director.
- e. A copy of each form specified above is to be furnished by the BTC to the Branch Secretary.

Reference for the distribution of the above forms is Rule 36.2 and the distribution specified on the forms, supplemented by the SIR Travel Code.

**6. SIR Travel Code.**

Branch Travel Chairmen must read the entire SIR Travel Code, starting at Rule 360 and ending at Rule 454. The foregoing is only a brief summary of the major requirements of this code and it is not all inclusive.