

*This policy is only a sample. It is a framework within which to develop your own policy. We urge you to carefully review the language and provisions and revise them to conform to your organization's specific needs and circumstances and, if appropriate, seek the advice of competent legal counsel.*

## **Travel and Expense Reimbursement Policy**

### **Statement of Purpose and Responsibilities**

This document establishes policies governing the reimbursement of travel, entertainment and other business expenses incurred during the conduct of Organization business, as well as the issuance and use of credit cards. It is the Organization's policy to reimburse employees for ordinary, necessary and reasonable expenses when directly related to the transaction of Organization business.

Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the Organization, the employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or, in the case of entertainment, there is a clear business purpose.

Employees are expected to exercise prudent business judgment regarding expenses covered by this Policy.

Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the Organization's Chief Financial Officer (CFO).

Organization employees are responsible for complying with this Policy. Employees submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

### **Documentation**

Requests for reimbursement of business expenses must be submitted on the appropriate expense reimbursement request form. Each expense shall be separately identified. Forms shall be dated and signed by the employee.

While original receipts are recommended for all expenses submitted for reimbursement, they are required for all expenses greater than \$25.00. Requests for exceptions to this policy should document extenuating circumstances and be approved by the CFO.

The Company complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- (1) the amount of the expenditure;
- (2) the time and place of the expenditure;
- (3) the business purpose of the expenditure; and
- (4) the names and the business relationships of individuals other than the employee for whom the expenditures were made.

Requests for reimbursement lacking complete information will be returned to the requesting employee.

Reimbursement requests shall be promptly submitted, and in no event more than thirty (30) days after the expense. Reimbursement requests more than thirty (30) days old may be rejected.

### **Approvals**

Expense reimbursement forms, together with required documentation, must be submitted to the employee's immediate supervisor for review and signature approval. The CFO may approve expense reimbursement in the absence of the employee's supervisor.

Supervisors approving expense reports are responsible for ensuring that the expenses reported are proper and reimbursable under this Policy, the expense report has been filled out accurately and has the required documentation; and the expenses are reasonable and necessary.

### **Reimbursable Expenses**

The following are reimbursable expenses, as long as they are in compliance with the applicable provisions of this Policy, and are for business purposes:

- Hotel or motel charges and related tips
- Airfare, train fare, bus fare, taxicabs, and related tips
- Meals, including tips between 15 and 20%
- Business telephone calls
- Charges for internet connectivity at the hotel or motel
- If the employee does not have a mobile phone, once daily calls home of a reasonable length while travelling on Organization business
- Car rental expenses
- Personal mileage, if using own vehicle
- Toll and parking charges
- Conference and convention fees
- Business center costs (i.e., copying, faxing, etc.)
- Reasonable business entertainment expenses
- Laundry and/or dry cleaning expenses during trips in excess of five days
- Other reasonable and necessary business expenses, not specifically excluded by this section

The following expenses are **not** reimbursable:

- Airline club dues
- First class airfare
- In-flight movies/refreshments
- Hotel/room movies and other forms of personal entertainment
- Child care costs
- Barbers/hairstylists
- Traffic fines

- Tips in excess of 20% and/or tips in addition to pre-applied gratuity
- Luggage or briefcases
- Alcohol, unless consumed during legitimate business-related entertainment activities
- Meals including only company employees, unless travelling on company business or approved in advance by the CFO
- Parties and gifts for Organization employees
- Reimbursement for personal miles in excess of the cost of airfare to the same destination

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Each employee and supervisor must use his/her best professional judgment in determining if an unlisted expense is reimbursable under this Policy.

### **Air Travel**

All employees are expected to travel coach class, and are encouraged to search for the lowest available restricted but changeable fare, rather than the fully-refundable fare. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made and no contribution recorded on behalf of the employee for the business use of frequent flyer credits.

The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). All unused airline tickets are to be returned to the CFO promptly. Employees must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

### **Lodging**

Prudent judgment should be used when selecting a hotel or motel. A single room with a private bath in a moderately priced business class hotel or motel is the Organization's standard.

For all lodging expenditures, hotel receipts must be submitted; credit card charge slips do not represent adequate supporting documentation.

The Organization will not reimburse an employee for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between an employee and his/her spouse or partner for purposes of this Policy.

### **Rental Cars**

It is expected that reservations will be made for a compact vehicle, depending on the type of travel. Occasionally a mid-size vehicle may be appropriate when more than one employee will be using the vehicle. The cost of premium, luxury or four-wheel drive vehicles will be charged to the employee renting the vehicle and reimbursement will be made at the compact or mid-sized rate as appropriate.

Employees are expected to accept "Loss Damage Waiver" coverage so that any damage to the rental car is covered with no deductible. Employees driving rental cars for business purposes will have liability coverage under the Organization's business liability policy.

### **Personal Vehicles**

Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Mileage will be reimbursed at the currently allowable IRS rate. Miles submitted for reimbursement should be net of any normal commuting miles.

Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy, and will be responsible for any damage to the vehicle, as well as for liability.

The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

### **Credit Cards**

Credit cards issued in the name of the Organization may be provided, at the CFO's discretion, to those employees whose jobs require a significant amount of travel, entertainment, or business purchasing. Employees requesting a credit card shall submit a written request to the CFO, setting forth the necessity for the credit card. Credit cards issued in the name of the Organization are a privilege which may be revoked at any time. Organization-issued credit cards shall not be used for personal expenses.

Employees shall process credit card bills promptly and return them to the CFO's minimum of ten (10) days prior to the payment due date so as to avoid late fees and interest charges. Employees will be responsible for any late fees and/or interest charges resulting from late submission of a credit card bill.

### **Policy Exceptions**

Generally, any exception to this policy must have the prior written approval of the employee's supervisor and the CFO. Requests for exception should document extenuating circumstances or proposed overall savings to the Organization.