

# Business Travel and Expense Reimbursement Policy

## XYZ Foundation

The Board of Trustees of XYZ Foundation recognizes that trustees, officers and employees of XYZ Foundation may be required to travel or incur other expenses to conduct business and to further the mission of our non-profit organization. The purpose of this policy is to ensure that adequate cost controls are in place, travel and other expenditures are appropriate, and to provide a uniform and consistent approach for the timely reimbursement of expenses.

### **Guidelines**

Air Travel: All travelers shall make their reservations as early in advance as possible in order to obtain the best prices available. Under most circumstances, non-refundable tickets should be purchased, if available, as the savings are substantial. The standard means of air travel will be economy coach class. If a change of plans becomes necessary due to unforeseen business or personal circumstances, the expense of changing a restricted or non-refundable ticket will be reimbursed. In-flight movies or alcoholic beverages will not be reimbursed. The use of personally owned, rented, or chartered aircraft for business purposes is prohibited. Mileage to and from the airport and parking expenses will be reimbursed.

Lodging: Suitable lodging accommodations should be chosen, taking into consideration the rates, location, and other business-related factors. Absent special circumstances, the cost of upgrading to a superior room will be considered a personal expense. If travel plans change, it is the person's responsibility to cancel any guaranteed hotel reservations within the appropriate time. Modest expenses for internet access, access to a hotel's fitness center or acquiring refreshments at a hotel are reimbursable. In-room movies and laundry/dry cleaning charges are not reimbursable. Copies of the itemized hotel bill and receipt should be attached to the expense report.

Ground Transportation: Consideration should be given to the lower cost means of local transportation such as taxicabs, shuttle service or airport/hotel transportation. Car rental is also permissible. Except to the extent necessary to accommodate several travelers, a mid size or intermediate size car is considered reasonable. Travelers should return rental cars with a full tank of gas in order to avoid costly surcharges. Receipts for gas should be submitted with expense reports. When a personal vehicle is used for Foundation business the traveler's mileage will be reimbursed at the current allowable government rate. If a traveler chooses to drive to an out-of-state destination that is serviced by commercial airline, the Foundation will reimburse travel expenses at the lower cost when comparing;

- a) actual miles driven multiplied by the IRS allowable mileage rate for travel, or
- b) the lowest standard airfare to that location.

The foundation will reimburse business travel-related road or bridge toll charges and parking facility costs. Business usage must be documented on the expense reimbursement form noting the date, destination, purpose and number of miles. Commuting to and from work is considered a personal rather than a business expense.

Meals: Both in-town and out-of-town meals and tips associated with approved business meetings or activities of civic or professional organizations when they are related to business will be reimbursed. Reimbursement is on an actual-cost basis. Meal expenses must be reasonable under the circumstances and must be properly documented on the expense form including the date, location, cost, business purpose and a receipt.

Other reimbursable expenses: Other miscellaneous items that are reimbursable include the actual cost of business telephone calls and personal calls made at reasonable intervals or under extenuating circumstances, reasonable expenses for items such as newspapers, luggage carts, refreshments and reasonable gratuities for services rendered by doormen, bellmen, housekeeping, skycaps, etc. based on actual expenses incurred.

Non-reimbursable expenses: The following items are considered personal expenses and will not be reimbursed. These include the cost of airfare above coach, non-business related entertainment such as site-seeing expenses, laundry expenses on trips of short duration, airline club memberships or dues, items of clothing, toilet articles, medical supplies, haircuts, etc.

Spouse and Guest Travel: Spouse and guest travel expenses include those expenses directly related to the spouse/guest such as meals, transportation costs, etc. If the exact part of the expense for the spouse/guest cannot be established, the expense will be allocated on a pro rata basis. The Foundation will only reimburse expenses as if the employee/trustee had traveled alone. Travel expenses of an accompanying spouse/guest are considered personal expenses and are not reimbursed.

Expense Reimbursement: All expenses of business travel must be properly documented and an appropriate expense reimbursement form turned in. Proper documentation includes the business purpose, the destination and a detailed accounting of expenses, including receipts for expenses of a nature that receipts are typically available, e.g., air fare, hotel bills, meals, etc.

Staff and Trustees are expected to submit expense reports as soon after traveling as possible. **Expenses submitted three months or more after a trip will not be reimbursed.** Travelers will be reimbursed the next time checks are written after the expense report has been submitted (usually within two weeks).

Feel free to contact the President if you have any questions about this policy or need any assistance in completing the form.