**Travel and Expense Reimbursement Policy**

**Revised & Approved 05-14-2015**

**Purpose**

Travel is sometimes required to conduct Light A Single Candle Foundation (LASC) business and to further the charitable mission of LASC. The purpose of this Policy is to ensure that reimbursable expenses are appropriate, reasonable, necessary and not excessive, and to provide for a uniform and consistent approach for reimbursement of travel and other expenses.

**Policy**

The policy should be adhered to by anyone traveling or incurring expenses on behalf of the organization (Members, directors, officers, employees, consultants, committee members, volunteers, etc.)

Travel on behalf of the Foundation should be undertaken in a cost-effective manner. The law requires that these expenses not be “excessive, lavish or extravagant”.

Expenses are only reimbursable if they are reasonable, necessary, and directly related to the foundation’s work – and not personal activities.

Individuals traveling on behalf of LASC may incorporate personal travel or business with the LASC-related trip. However, any additional expenses incurred as a result of the personal travel, including but not limited to hotel nights, additional stopovers, meals or transportation, are the responsibility of the individual, not LASC.

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares.

LASC may reimburse its Member, Directors, and volunteer contributors for private air travel conducted while carrying out the work of the Foundation at a rate not to exceed their actual expenditures. This may include the reimbursement of the lesser of actual expenses or reimbursement at a rate estimated for comparable commercial air travel. Appropriate documentation of expenditures and reimbursement will be maintained for support and transparency.

Reimbursable Expenses include: Transportation (but not first-class travel) and Parking fees associated with means of transportation, Mileage to and from meetings (LASC directors, members and staff will be reimbursed at the IRS approved rate per mile for employees. LASC volunteers will be reimbursed at the IRS approved rate per mile for volunteers, and only if the volunteer requests reimbursement.), Lodging, Meals, Conference & Workshop Fees, and Other Misc. expenses that are subject to approval by the Executive Director of LASC.

The Foundation will not pay for: Travel or out-of-pocket expenses for spouses, dependents, or others unless they too are performing official duties for the Foundation.

A LASC Expense form, along with itemized receipts, is required for reimbursement. This documentation should be sent to the Executive Director of LASC.

The Executive Director of LASC has the responsibility of approving requests for reimbursements. The Member or Treasurer may approve requests for reimbursement of the Executive Director.

Request for reimbursement cannot occur until the activity or event has taken place. To be considered for reimbursement, itemized expenses must be submitted within 60 days of close-out of year end when the expense was incurred.