**[ORGANIZATION]**

SUBJECT: Travel Policy

EFFECTIVE: [DATE]

APPROVED: [DATE]

Travel Reimbursement

As a non-profit organization, stewardship of [ORGANIZATION] resources is essential. [ORGANIZATION] policy is to reimburse individuals for approved, reasonable, proper and necessary travel expenses incurred while conducting [ORGANIZATION] business. It is [ORGANIZATION] policy that all travel be conducted in the least expensive manner.

Related Policies and Procedures

[ORGANIZATION] recommends the use of [ORGANIZATION]'s own vans for work related purposes whenever possible. To have van privileges, a copy of the employee's driver's license should be on file with the HR Department, prior to use, along with a copy of the driver's DMV record.

If the employee needs to use her/his own car, a copy of the driver's license, the DMV record and of current car insurance coverage, should be on file with the HR Department prior to use. A detailed log for the reimbursement request must include name, date, and purpose of trip, associated program, distance or actual cost.

Local Travel (within a 100-mile radius of San Francisco)

**Mileage Reimbursement.** [ORGANIZATION] will reimburse actual and necessary expenses for work related travel (excluding travel to and from work). This includes mileage in a privately owned vehicle (POV), and related tolls and parking. Mileage costs will be reimbursed at the current IRS approved rate.

**Parking and tolls.** [ORGANIZATION] will reimburse for parking and tolls associated with a local trip being made for business reasons (excluding travel to and from work}. Parking and Tolls totaling over $10 per day must have a receipt. Any trips outside of San Francisco must be approved first by the employee's supervisor in order to obtain reimbursement.

**Public Transportation.** [ORGANIZATION] will reimburse for work-related trips on Muni, Bart or Cal Train. All receipts should accompany the request or there will not be reimbursement.

**Automobile Rental.** [ORGANIZATION] will not reimburse an employee for any automobile rental expenses for local travel.

Long Distance Travel

**Air Travel.** [ORGANIZATION] will pay for airfares to approved domestic destinations, only if it has deemed necessary and pre-approved by the CEO. Employees must use the lowest available airfare. Employees will be reimbursed for special promotional tourism or economy fares as long as these fares do not exceed the lowest available coach fares. Any airline ticket purchase must be approved by the employee's supervisor prior to purchase. Airline tickets in excess of $500.00 must be approved by the CEO prior to purchase. First class, international, and spouse travel is not reimbursable. In cases where cancellation fees/penalties are incurred as a result of a change of plans, the fees will be reimbursed if there is a valid business reason for the change of plans and if the change was approved by the employee's supervisor. Acceptable business reasons include the organization canceling or altering the trip or delays in flight connections not caused by the employee. This explanation should be attached as documentation with the travel expense report. In instances where these fees/penalties are incurred without adequate explanation, the cost of the fees/penalties will not be reimbursed.

**Lodging Costs.** Accommodations that meet business and personal needs and offer good value should be selected whenever possible. Employees should use standard single room accommodations at medium range hotels. The additional cost of room upgrades (e.g.; suite, executive floor, room with a view, etc) is not reimbursable. Any lodging that exceeds $150 per night must be approved by the CEO before reservations are made. Receipts for all lodging must be attached to the expense report and itemized by expense category (meals, telephone, parking, etc.). Employees will be reimbursed for actual lodging costs.

**Hotel Phone Surcharges.** Documented work-related calls are reimbursable. Personal phone calls to the employee's home are not reimbursable. Employees should use the hotel's long-distance phone service only as a last resort because hotel surcharges can be as much as 100% of the actual cost of the call.

**Meals.** Meal reimbursement includes breakfast, lunch and dinner. Excluded are alcoholic beverages, entertainment expenses and other types of personal expenses not relating to these specific meals. The employee will receive reimbursement up to the maximum of the per diem set prior to the travel.

**Automobile Rental.** Automobiles should be rented only with previous approval by the CEO and when the cost advantages are clearly justified {i.e. the cost of the rental car would be less than using taxis, etc.). Employees are expected to use one of the lower cost car rental firms (examples include Thrifty or Nationwide). All rental car receipts received by the traveler must be submitted with the expense report. Rental car expenses will only be reimbursed for the days the car was actually used for business purposes.

**Ground Transportation.** Public transportation or taxicabs are usually the lowest cost and preferred method of ground transportation. Receipts are required for all transportation expenses of $10 or greater.

Non-Reimbursable Expenses

Non-reimbursable expenses are identified throughout this policy. The following items are typically non-reimbursable expenses:

* First class, spouse and international travel
* Upgrades to air travel, car rentals, or hotel rooms
* Purchase of clothing, luggage, toiletries and other miscellaneous personal items
* Supplemental travel or car rental insurance
* Fines, penalties, or legal fees
* Personal entertainment or recreational expenses
* Automobile rental for local purposes

Expense Reporting

All expenses incurred in excess of $10.00 must be substantiated by original receipts. All receipts should be stapled to a sheet of paper and attached to the back of the expense report. In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the employee should furnish a written statement to that effect, as well as an explanation of the expenditure involved.

**Timely Submission of Report.**

The timeframe for expense report submission is within two weeks of travel. **Travel & Expense Reports filed more than 60 days after expenses are incurred will not be reimbursed without the approval of the CEO.**

**Tips to Expedite Payment of Travel & Expense Report.**

The tips are designed to help all travelers. Please refer to the Travel Policy for specific information.

* Written explanations are needed for missing receipts or exceptions to the policy
* Ensure the Traveler Name and purpose of trip are clearly identified
* All receipts should be stapled on sheets of paper and attached to the Expense Report, along with the entire itinerary
* Expense reports should follow a logical order and itinerary and travel must match
* All receipts must be originals and meal receipts must have the preprinted/ stamped name and address of the establishment
* Parking and Tolls totaling over $10 per day must have a receipt
* Hotel bills need to be itemized by meals, telephone, parking, etc.
* Make copies of all Expense Reports with receipts for your records