



TRAVEL POLICY

Board Approval Date: August 2018

Revisions:

Purpose

The USSD as a 501(c)3 organization must be diligent to ensure the integrity of its financial processes and programs. The Travel Policy provides USSD guidance and instructions related to travel expense management and reimbursement. It covers the roles and responsibilities, defines the process for reporting travel expenses and obtaining expenses reimbursement, and provides general travel information.

Scope

This policy applies to USSD employees who are required to travel for business purposes on behalf of USSD. USSD pays for or reimburses employees for transportation, lodging, meals, and other approved travel related- expenses, in accordance with this policy. This procedure outlines USSD's business process for accurately reporting and managing travel expenses.

While it is understood that absolute adherence to specifics may not be possible in each case, significant departures from the policy must be approved by the President before travel reimbursement is made. In all cases, reimbursement for travel expenses is limited to actual reasonable and necessary business- related expenses.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. In cases where vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified and the difference in cost assumed by the traveler rather than USSD.

Authorization to Travel

USSD employees are required to have advance authorization from the Executive Director for travel related to USSD business. International travel of any USSD employee, including the Executive Director, shall require USSD Executive Committee approval, unless previously approved in the annual budget.

Traveler Responsibilities

The one overriding principle is that staff is requested to minimize, within reason, the expenses incurred while on business travel. At the conclusion of a business trip, an employee should complete an expense report in accordance with the following policies:

1. Identify each separately incurred business expense for meals, porter services, tips, tolls, parking, and rental car.
2. With the exception of tips, tolls and reimbursed mileage, all business expenses exceeding \$10 must be supported with receipts.
3. Expense reports are to be submitted within ten (10) working days after each trip and accompanied by applicable receipts. Expenditures in excess of \$10 will not be reimbursed without a receipt, unless documented and approved by Executive Director or in case of Executive Director, the President or Treasurer.



4. For all lodging expenditures, vendor receipts/invoices must be submitted. Credit card charge slips do not represent adequate supporting documentation – a hotel receipt must be obtained to substantiate all lodging expenditures. Hotel bills should be entered on the expense report in total. They do not need to be broken down between meals, telephone, etc.
5. The “passenger receipt” from the ticketing/travel agency must be submitted for all airline expenses. If a traveler fails to obtain a receipt, other evidence must be submitted (for example a combination of an itinerary and credit card receipt and a boarding pass).
6. USSD employees should always strive to obtain the lowest possible airfare. USSD will only reimburse economy class on airlines.
7. The business purpose of each trip must be adequately explained on the expense report.
8. Mileage will be reimbursed at the standard IRS rate currently in effect.
9. Project/account codes must be identified for all expenditures.
10. For all meals and other business expenditures, the following must be clearly identified:
 - a. Names, titles, organizations. and business relationships of all persons entertained.
 - b. The business purpose of the meal.
 - c. A detailed receipt.
11. All expense reports must be signed and dated by the employee.
12. All staff expense reports must be approved by the Executive Director or in the case of the Executive Director, the President or Treasurer.

Reimbursable Expenses

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

- Hotel charges and related tips
- Airfare, train fare, bus fare, taxicabs, and related tips
- Meals, including tips up to 20%
- Business telephone calls
- Charges for internet connectivity on airline, at the hotel, or meeting venue for business related purposes
- If the employee does not have a mobile phone, once daily calls home of a reasonable length while travelling on USSD business
- Car rental expenses (fuel, etc.)
- Personal mileage, if using own vehicle (at the effective IRS Standard Mileage Rate)
- Toll and parking charges
- Conference and convention fees
- Business center costs (i.e., copying, faxing, etc.)
- Reasonable business entertainment expenses
- Overweight and/or excess baggage is allowed if it's for USSD business
- Other reasonable and necessary business expenses, not specifically excluded in section

The following expenses are not reimbursable:

- Airline club dues
- First class airfare or Economy Plus upgrade



- In-flight movies/refreshments
- Hotel room movies and other forms of personal entertainment
- Health spa services, gym fee, e.g., massages, manicures, personal training
- Child or pet care costs
- Barbers/hairstylists
- Traffic fines
- Fuel and/or insurance for personal car
- Tips in excess of 20% and/or tips in addition to pre-applied gratuity
- Luggage or briefcases
- Laundry and/or dry-cleaning expenses
- Alcohol, unless consumed during legitimate business-related activities
- Parties and gifts for USSD employees
- Reimbursement for personal miles in excess of the cost of airfare to the same destination

Travel in Personal Vehicle

Reimbursement will be made for local use of personal automobiles. This includes IRS mileage rate, parking fees and tolls. Employees should have a driver's license, the minimum insurance required under state law and current proof of insurance in their possession while operating a vehicle on company business. If a traveler is involved in an accident in a personal car, the cost involved for damages or claims is the traveler's responsibility.

When auto travel is the best means of transportation to an out-of-town destination, expenses may be reimbursed at the IRS mileage rate. If an employee elects to use a personal automobile in lieu of air transportation, reimbursement will only extend to the cost of air travel as presented in this policy. Employees are required to properly insure personal vehicles. If a traveler is involved in an accident in a personal care, the cost involved for damages or claims is the traveler's responsibility.

Spouse/Partner Travel

The USSD will not reimburse any employee for separate travel costs (air fare, etc.) associated with his/her spouse or partner. The cost of a shared hotel room need not be allocated between the employee and spouse/partner for purposes of this policy.

Airline Rewards/Hotel Stay Awards Programs

The employee retains airline miles earned and hotel stays while traveling on business. This does not include "cash back" credits received on USSD issued credit cards. The USSD will not pay for any fees to participate in the awards program. Personal upgrades using the awards program on USSD travel are at the discretion of the employee as long as no additional costs are transferred to USSD.

Reimbursement for Entertainment Expenses

Employees authorized for reimbursement of entertainment expenses when the following criteria are met:

- Entertainment is for the planning or promotion of USSD and supports efforts toward a USSD Strategic Objective identified by the Board



- Expenditures are within a dollar amount considered appropriate to a reasonable person
- Expenditures are preapproved by Executive Director