

## **TRAVEL EXPENSE REIMBURSEMENT POLICY**

As a non-profit organization dedicated to publicly educating preschool ages children, effective stewardship of our resources is essential. Our policy is to reimburse individuals for approved, reasonable, proper and necessary travel expenses incurred in conjunction with approved AppleTree Early Learning PCS work. It is AppleTree Early Learning PCS (“AELPCS”) policy that all travel be conducted in the least expensive manner.

### **TRAVEL RELATED POLICIES AND PROCEDURES**

#### **1. LOCAL TRAVEL**

a. **Mileage Reimbursement.** AELPCS will reimburse actual and necessary expenses. This includes mileage in a privately owned vehicle (POV), and related tolls and parking. Mileage costs will be reimbursed at the current Government approved rate.

b. **Parking, taxicabs, local rail and tolls.** AELPCS will reimburse employees for parking, taxicabs, local rail and traffic tolls associated with work related local travel.

#### **2. LONG DISTANCE TRAVEL**

a. **Air or Rail Travel.** AELPCS will pay for airfares or rail travel to approved destinations. Travelers must use the lowest available air or rail fare. Travelers will be reimbursed for special promotional tourism or economy fares as long as these fares do not exceed the lowest available coach fares. The purchase of any airline or train ticket in excess of five hundred dollars (\$500.00) must be approved by the Executive Director prior to travel.

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. Acceptable business reasons include the organization canceling or altering the trip or delays in flight connections. 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.

b. **Lodging Costs.** Accommodations that meet business and personal needs, and offer good value should be selected whenever possible. Travelers 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. Receipts for all lodging must be attached to the expense report and itemized by expense category (meals, telephone, parking, etc.). Travelers will be reimbursed for actual lodging costs.

c. **Hotel Phone Surcharges.** Personal phone calls to the Traveler’s home are

reimbursable. Travelers 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.

**d. Meals.** Meal reimbursement includes breakfast, lunch and dinner. Excluded are entertainment expenses and other types of personal expenses not relating to these specific meals. Meal costs will be reimbursed at the current Government approved meals per-diem rate. Employees travelling to conferences or workshops may receive meal per-diem advances prior to travel through the submission of a written request that includes documentation of the anticipated travel event.

**e. Automobile Rental.** Automobiles should be rented only when the cost advantages are clearly justified (i.e. the cost of the rental car would be less than using taxis, etc.). Travelers are expected to use one of the lower cost car rental firms. All rental car receipts received by the traveler must be submitted with the expense report.

**f. Ground Transportation.** Buses or taxicabs are usually the lowest cost and preferred method of ground transportation. Receipts are required for all ground 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

## **EXPENSE REPORTING**

a. **Receipt Requirements.** Travel related expenses in excess of ten dollars (\$10.00) must be substantiated with 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 traveler should furnish a written statement to that effect, as well as an explanation of the expenditure involved.

b. **Timely Submission of Report.** The suggested 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 Executive Director.

c. **Tips to Expedite Payment of Travel & Expense Report.** These tips are designed to help all AELPCS travelers ensure their reimbursement for travel is not held for clarification and/or additional information:

- Written explanations are needed for missing receipts or exceptions to the policy.
- Ensure the Traveler Name and purpose of trip are clearly identified.
- 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 pre-printed/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 (and copies of the related receipts) for your records.