

TITLE: Travel and Expenses
Reimbursement

Policy Number: AM-FM-038

STATEMENT OF PURPOSE:

To provide guidelines for travel and expenses reimbursement for Neighbor To Family Employees, Volunteers, and Board Members.

POLICY:

Neighbor To Family authorizes reimbursement for Employees, Volunteers, and Board Members for official Neighbor To Family travel and expenses. Neighbor To Family expects Employees, Volunteers, and Board Members to use the utmost discretion when incurring expenses on behalf of Neighbor To Family, keeping in mind the importance and necessity of the expenses to insure the Organization's continued exemption status. It is the responsibility of the traveler to select the most economical method of travel for each trip.

PROCEDURE:

Definitions

1. Routine Travel: Travel which is performed on a day-to-day basis as a part of the traveler's normal work assignment.
2. Non-routine Travel: All other than routine travel.

Employee Travel:

For any travel other than routine travel, the Employee must complete a Travel Request/Advance Form that must be approved by an Executive Director, Vice President, or President. Pertinent accounting information such as program, account code, dates of travel, and justification must be included when the form is submitted. Travel that would require the use of this form includes any travel outside of the normal work assignment including, but not limited to, out of state travel, conferences and training.

1. Neighbor To Family will make an expense advance for non-routine travel, upon employee request, of up to \$140.00 per day for each day

of travel for Employees who do not have a Neighbor To Family Corporate credit card. The request must be made on a [Travel Request/Advance Form](#).

- a. Under the Internal Revenue Service excess reimbursement rule, advances must be recorded as a Receivable to the Advances to Employees Account.
- b. To avoid consequence when issuing cash advances, an accountable plan must meet the following three (3) rules:
 - i. Business connection;
 - ii. Provided the required documentation receipts; and
 - iii. Return of advance in excess of traveler's expenses incurred.
- c. Employee's advances must be recorded in a subsidiary ledger account and reconciled monthly to maintain accurate records.
- d. Upon return to the office, the Employee will complete and submit a Travel and Expense Reimbursement Request Form, attaching all receipts, and returning any unused funds.
- e. Advances not accounted for within sixty (60) days will be deducted from the Employee's next payroll.

Transportation

1. Air travel must be Coach Class, unless the Employee pays the additional costs to upgrade. In general, non-refundable tickets should be purchased when feasible. Neighbor To Family does not reimburse Employees for flight insurance. Frequent Flyer Miles from airlines are the property of the traveler.
2. Taxis, subways, and buses may be utilized for short distance transportation while out of town on Neighbor To Family business. Receipts are to be obtained and submitted with the Travel and Expense Reimbursement Request Form.
3. Employees required to drive their own automobiles as part of their jobs shall be entitled to reimbursement, payable monthly. Reimbursement shall be at the contracted state rate where applicable, or Internal Revenue Service rate where not applicable. Should the standard mileage allowance prescribed by the Internal Revenue Service be changed during a fiscal year, an adjustment to the new standard shall be implemented at the discretion of Neighbor To Family.
 - a. [Travel and Expense Reimbursement Request Form – Florida](#)
 - b. [Travel and Expense Reimbursement Request Form – Georgia](#)
 - c. [Travel and Expense Reimbursement Request Form – Maryland](#)

d. [Travel and Expense Reimbursement Request Form – North Carolina](#)

4. Mileage in excess of an Employee's normal commute to and from work will be reimbursed at the contracted state rates enumerated in this policy where applicable, or Internal Revenue Service rate where not applicable. Should the standard mileage allowance prescribed by the Internal Revenue Service be changed during a fiscal year, an adjustment to the new standard shall be implemented at the discretion of Neighbor To Family. This includes an Employee who makes a Neighbor To Family business-related stop on his or her way to or from their designated workplace.
5. Mileage reimbursement is an all-inclusive rate that covers the following:
 - a. Gas
 - b. Oil Changes
 - c. Maintenance
 - d. Registration
 - e. Insurance
 - f. Repairs
 - g. Lease Payments or Depreciation
 - h. Tires
 - i. All other incidental expenses related to the operation of a vehicle
6. Employees receiving a fixed automobile allowance are responsible for all their own vehicle expenses and Neighbor To Family is not liable for additional expenses incurred when the Employee receives mileage reimbursement.
7. Tolls and/or parking expenses incurred on Neighbor To Family business, including airport extended parking for the length of the trip, will be reimbursed when submitted on the Travel and Expense Reimbursement Request Form.
8. Effective immediately supervisor approval will be needed before renting a car using the corporate credit card. Please print and complete the [Car Rental Approval Form](#) and have your supervisor sign. This form must be attached to the Travel and Expense Reimbursement Request Form or Credit Card receipts (forms are linked above in section 3).
9. Rental cars will be reimbursed at the standard vehicle model rate.
10. When renting a car on Neighbor To Family business and a Neighbor To Family Corporate credit card is used to secure the rental vehicle,

the Corporate credit card provides for car rental loss, collision, and damage insurance. This insurance coverage is for standard vehicle models only. The following vehicles are NOT covered by the Corporate credit card: models with a retail value of \$50,000 or greater, full-sized vans (typically over nine (9) passengers) and sport utility vehicles (SUVs). Rental of such models is not permitted by Neighbor To Family without prior written approval of the Vice President of Programs, CFO, or CEO. If rental is approved, the Employee must select the car rental agency's insurance. If using the Corporate credit card, the insurance premium will be charged to the credit card as part of the rental.

11. When renting on Neighbor To Family business and a personal credit card is used to secure the rental vehicle, the Employee must select the car rental agency's insurance. The insurance premium will be reimbursed by Neighbor To Family through the normal travel and expenses reimbursement process. Rental of models with a retail value of \$50,000 or greater, full-sized vans (typically over nine (9) passengers) and sport utility vehicles (SUVs) is not permitted by Neighbor To Family travelers without prior written approval of the Vice President of Programs, CFO, or CEO.
12. Trips should be scheduled efficiently to minimize costs, including carpooling whenever possible. The Travel and Expense Reimbursement Request Form must be completed with mileage incurred, and submitted to the Corporate Finance Department.
13. The Internal Revenue requires reimbursement expenses must be submitted on a timely basis to qualify as an accountable reimbursement plan, therefore mileage should be submitted within a 30-day period. Mileage submitted after a 60-day period will not be reimbursed.

Lodging

1. Overnight lodging will only be provided and reimbursed if the trip was approved, in advance, by completing a Travel Request/Advance Form and having it signed by an Executive Director, Vice President, or President, unless the trip is considered routine travel for the traveler.
2. Room charges will only be covered at the single occupancy rate per night, unless staff members share a room to minimize costs and the lodging facility has been pre-approved when scheduling the trip. When making a reservation, request the less expensive government rate, based upon room availability.

Meals

1. Meals are not to exceed a per diem of \$40.00 per day. The Employee must furnish itemized receipts for reimbursement. The recommended allocation typically should be:
 - a. Breakfast \$ 8.00
 - b. Lunch \$12.00
 - c. Dinner \$20.00
2. The use of Agency funding to purchase beverages containing alcohol is prohibited.

Telephone Charges

When an employee is out of town, personal telephone charges will be reimbursed up to \$5.00 per day, with furnished receipt. To minimize expenses, calls should be made on a personal calling card rather than charged to a hotel room.

Employee Non-Travel Business Expenses

1. Cellular Phones
 - a. Employees who are out of the office greater than 50% of the working day, on call on a 24-hour basis, or approved at the discretion of their Executive Director or Vice President are eligible for a monthly cellular phone stipend. The Executive Director or Vice President must be provided the cellular number.
 - b. The Executive Directors or Vice Presidents will provide a list of all eligible Employees to the Finance Department monthly.
 - c. The stipend will be paid monthly in the amount of \$35.00. Any expenses incurred beyond the allowable amount will be the responsibility of the Employee. No receipts or expense reports will be necessary for this stipend. Agency staff supplied a Neighbor To Family cellular phone will not be eligible for the monthly reimbursement.
 - d. Employees utilizing a cellular phone shall follow any/all guidelines established by the government of the county and state that the program resides in, concerning the use of cellular phones. It will be the Employee's responsibility to keep abreast of the latest guidelines issued by the county and state concerning cellular phone usage.
2. An Employee, with approval by their Executive Director or Vice President, may make purchases on behalf of the Agency when it is

necessary for the Employee to perform their job responsibilities. The purchase will be reimbursed when submitted with receipts on the Travel and Expense Reimbursement Request Form.

Processing Reimbursement Requests

1. Neighbor To Family will reimburse Employees, Volunteers, and Board Members for business expenses allowable by the Internal Revenue Service, including, but not limited to, mileage, airfare, meals, hotel, and telephone calls. Reimbursement may be claimed by completing a Travel and Expense Reimbursement Request Form and supplying the following documentation:
 - a. The date, place, and amount of the expense;
 - b. The business purpose of the expense and Neighbor To Family location to be charged; and
 - c. The identification and business relationship of any persons included in business meals.
2. These non-reimbursable expenses are the responsibility of the Employee, if incurred:
 - a. Laundry
 - b. Traveler's insurance
 - c. Barber or hairdresser
 - d. Air club memberships
 - e. Entertainment expenses
 - f. Traffic fines and parking tickets
 - g. Personal items (clothing, toiletries, magazines, newspapers, etc.)
 - h. House-sitting, babysitting, or pet boarding
 - i. In-room movies, in-room minibar items
 - j. Car rental over standard vehicle model rate
 - k. Repairs, maintenance, and insurance on personal cars
 - l. Special services such as sauna, steam bath, massage, etc.
 - m. Hotel housekeeping tips
 - n. Accompanying spouse or family member expenses
 - o. Taxes (where Tax Exemption Certificate was not used)
 - p. Normal commute mileage to and from designated workplace
 - q. Beverages containing alcohol
3. Employees must provide a copy of the Tax Exemption Certificate to the vendor when incurring direct billed expenses such as lodging (hotels, motels) and rental cars. Should the Tax Exemption Certificate be declined, the Employee must note on receipt the reason the Tax Exemption Certificate was not honored.

4. If the Tax Exemption Certificate is not available or accepted by the vendor and sales tax is paid, the Employee will be reimbursed if the total tax paid is less than \$3.50. Sales tax in the amount of \$3.50 and over will NOT be reimbursed, unless it is approved by the appropriate Vice President with an explanation provided on the receipt.
5. The Travel and Expense Reimbursement Request Form must be completed in full, signed, dated, and approved by the Employee's Supervisor. Multiple trips can be included on one form. All expenses must be documented with original receipts attached. Original receipts smaller than 8-1/2" x 11" should be grouped, in order of date, taped to an 8-1/2" x 11" sheet of paper and attached to the Travel and Expense Reimbursement Request Form. The form should be mailed to the Corporate Finance Department. Mileage without receipts can be scanned to AP by the Executive Director or Administrative Assistant no later than the 21st of the month.
6. Board Members may request reimbursement of allowable expenses incurred in conducting business related to Neighbor To Family.
7. Alternatively, a Board Member may complete a Travel and Expense Reimbursement Request Form and request a donor receipt for the incurred expenses, instead of a reimbursement. The word "Donation" should be added at the top.
8. When reviewing Travel and Expense Reimbursement Request Form prior to issuing payment, the following information needs to be verified for validity and accuracy:
 - a. Did the Employee and the Employee's Supervisor sign and date all pages of the expense report;
 - b. Are there any travel advances to offset against the travel expenses;
 - c. Was the proper per mile reimbursement rate used;
 - d. Are original receipts attached to the request;
 - e. Do the dates on the receipts correspond with the dates of travel; and
 - f. Does the itemized hotel bill exclude personal charges.

