



Travel Expense Policy & Reimbursement

Overview

It is the policy of EGIA to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with company reimbursement rules. All business-related travel paid with EGIA funds must comply with company expenditure policies.

Authorization and responsibility

Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. **Within 30 days of completion of a trip,** the traveler must submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses.

***PLEASE ENSURE THE REIMBURSEMENT FORM IS COMPLETELY FILLED OUT – Description included, amount and totals noted and submission receipts tying out the reimbursement should be noted. Forms will be returned by the Accounting Group if such form is not filled out.

An individual may not approve his or her own travel or reimbursement. The travel reimbursement form (that can be obtained from Justine Miller, Accounts Payable) must be signed (or electronically approved – email is fine) by your immediate supervisor, executive director or CFO (for reimbursement requests over \$100)

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

In most instances, the expected turnaround time for review, approve and pay for reimbursement is 5 to 10 business days.

Personal funds

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. EGIA reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Vacation in conjunction with business travel

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the travel request form. EGIA will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be approved by your immediate supervisor.

Reimbursements

Requests for reimbursements of travel-related expenses are submitted on a travel reimbursement form. This form must be accompanied by supporting documentation.

These forms must be submitted to the accounting department within **30 days after the trip is completed**. Travel reimbursement forms not submitted within this time frame require exception approval from the executive director or immediate supervisor.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by EGIA are shown below.

Travel Expenses/Procedures

General information

Authorized business travel for staff that includes prepayments must be pre-approved and have a valid business purpose.

Permissible prepaid travel expenses

Before the travel, EGIA may issue prepayments for airfare, rail transportation, rental vehicles, conference registration fees and cash advances when reasonable possible.

Airfare and other travel by rail. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. If alternate flights are to be chosen, please justify such a decision when sending to Accounting.

Examples for NOT choosing the least expensive flight may be due to: Timing of flight to meet event, # of stops during flight, incremental weather, emergency bookings or adjustments to flights out of the traveler’s control.

***We ask that you use your best judgement and simply use the least expensive, reasonable option for the given trip at hand.

Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing if the event is known ahead of time.

Coach class or economy tickets must be purchased for domestic flights.

A less-than-first-class ticket (i.e., business class) may be purchased at EGIA’s discretion for domestic or international flights, but it must be approved by your immediate supervisor or Director. If the airfare was not prepaid by the business office, an original itemized airline

receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Rail transportation. If rail transportation was not prepaid by the business office, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Conference registration fees. Conference registration fees can be prepaid with a credit card or check through the business office with a request for payment form. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees.

Automobile (personally owned—domestic travel). A valid driver's license issued within the United States and personal automobile insurance are required when driving for an EGIA business purpose. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the EGIA's mileage rate.

Automobile (rental—domestic travel). Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation (including UBER and Lyft), or if the destination is not otherwise accessible. Original receipts are required.

EGIA authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, that meet the business purpose. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Conference registration fees. If the conference fee was not prepaid, EGIA will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

A prorated amount for the meals provided must be deducted from the traveler's per diem. See Meals (per diem) for more detail. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Lodging (commercial). The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler for a valid business purpose.

EGIA will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Meals (per diem). Although the per diem rates are flexible based on the city and event at hand, please use the below as a guide when determining your meals. Amounts excessively “outside” of the range given will be heavily scrutinized by your immediate supervisor and the Accounting Group.

Per diem allowances are reimbursable if staying out of town and will be paid at the following suggested rates (when providing adequate documentation of receipts):

Breakfast: \$16
Lunch: \$20
Dinner: \$45
Incidentals: \$10

- Tips associated with meals should not exceed 18% of the pretax amount.

***Receipts should be kept and given to Accounting for all reimbursements requested

Ill-advised deferrals from the above may not be reimbursed by EGIA if considered non-business related or materially inappropriate. PLEASE ALWAYS USE YOUR BEST JUDGEMENT AS IF THE FUNDS WERE YOUR OWN.

Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

If a free meal is included in a conference registration fee, built into the standard, single hotel room rate or replaced by a legitimate business meal, the per diem meal spend should be adjusted by the traveler.

***For example, for the annual EPIC event, EGIA will provide breakfast and lunch services. The employee should not seek out alternate meals unless job duties or timing does not effectively work out to attend the stationed meal.

Per diem allowances are reimbursed after the trip is completed.

Business meals. Travelers are required to follow EGIA expenditure policies when requesting reimbursement for business meals (more than per diem and/or with multiple people). **Original itemized receipts are required (this can include a picture of the receipt).** If a meal is for a valid business purpose with clientele or other EGIA employees, please list attendees on the receipt being asked for reimbursement.

***In addition, the highest ranking EGIA employee should typically pay the bill if more than 1 EGIA Employee is attending.

Business expenses. Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. **Original itemized receipts are required.**

Parking. Original receipts are required for parking fees (including airport parking) totaling. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone calls. The costs of personal telephone calls are the responsibility of the individual. .

Miscellaneous transportation. Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation.

Nonreimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by [EGIA]:

- Airline club memberships.
- Airline upgrades (that are not required for ensured boarding).
- First class for all flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs not previously approved by your supervisor.
- Other expenses not directly related to the business travel.

Travel for Non-Employees

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide company purpose for engaging in the travel or attending the event. Such travel is generally limited to senior management and should occur infrequently.