

# TRAVEL AND EXPENSE REIMBURSEMENT POLICY OF GENDEREQUAL, INC.

## **ARTICLE 1 – Purpose**

The Board of Directors of GenderEqual, Inc. (hereinafter referred to as the “Corporation”) recognizes that Directors, Officers, and employees (hereinafter referred to as “Personnel”) of the Corporation may be required to travel or incur other expenses from time to time to conduct Company business and to further the mission of this non-profit charitable organization. The purpose of this Travel and Expense Reimbursement Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of the Corporation to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, the Corporation expects Personnel to:

- a. Exercise discretion and good business judgment with respect to those expenses
- b. Be cost conscious and spend the Corporation’s money as carefully and judiciously as the individual would spend his or her own funds
- c. Report expenses, supported by required documentation, as they were actually spent

## **ARTICLE 2 – Expense Report**

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested, must include:

- a. Individual’s name
- b. If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each Company-related activity during the trip
- c. Name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct Corporation business)
- d. Itemized list of all expenses for which reimbursement is requested

## **ARTICLE 3 – Receipts**

Receipts are required for all expenditures billed directly to the Corporation, such as airfare and hotel charges. No expense in excess of \$25.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor’s name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

## **ARTICLE 4 – General Travel Requirements**

**Section 4.1 – Advance Approval.** All trips involving air travel or at least one overnight stay must be approved in advance by the Executive Director or Board Chair.

**Section 4.2 – Necessity of Travel.** In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which the Organization will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to the Corporation outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

**Section 4.3 – Personal and Spousal Travel Expenses.** Individuals traveling on behalf of the Corporation may incorporate personal travel or business with their company-related trips; however, Personnel shall not arrange company travel at a time that is less advantageous to the Corporation or involving greater expense to the Corporation in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by the Corporation. Expenses associated with travel of an individual's spouse/partner, family, or friends will not be reimbursed by the Corporation.

## **ARTICLE 5 – Air Travel**

**Section 5.1 – General.** Air travel reservations should be made in a manner that minimizes the overall cost of such by taking advantage of reduced fares. The Corporation will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.

**Section 5.2 – Saturday Stays.** Personnel traveling on behalf of the Corporation are not required to stay over Saturday nights in order to reduce the price of an airline ticket. An individual who chooses to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay ticket and the price of the lowest price available ticket that would not include a Saturday night stay. To receive reimbursement for such lodging and meal expenses, the individual must supply, along with the Expense Report, documentation of the amount of the difference between the price of the Saturday stay and non-Saturday stay airline tickets.

**Section 5.3 – Frequent Flyer Miles and Compensation for Denied Boarding.** Personnel traveling on behalf of the Corporation may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

## **ARTICLE 6 – Lodging**

Personnel traveling on Corporation business may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

## **ARTICLE 7 – Out-Of-Town Meals**

Personnel traveling on behalf of the Corporation are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal allowance established annually by the Finance Director, or Executive Director in the absence of a Finance Director.

## **ARTICLE 8 – Ground Transportation**

**Section 8.1 – Cost-Effective Choices.** Employees are expected to use the most economical ground transportation appropriate under the circumstances. The following sections list vehicle options in the order of desirability.

**Section 8.2 – Courtesy Cars.** Hotels will generally have well-marked courtesy phones at airports if this service is available. Employees should take advantage of this free service whenever possible.

**Section 8.3 – Airport Shuttle or Bus.** Airport shuttles or buses generally travel to and from all major hotels for a small fee.

**Section 8.4 – Taxis.** If the trip is for a short time or distance, taxis can be cost-effective. A taxi may also be the most economical mode of transportation between an individual's home and the airport.

**Section 8.5 – Rental Cars.** Out-of-town car rentals are permitted provided that advance approval has been given by the Executive Director, and the cost is less than other transportation methods.

## **ARTICLE 9 – Personal Cars**

Personnel shall be compensated for use of their personal cars when used for Corporation business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

## **ARTICLE 10 – Parking, Tolls, and Other Vehicle Related Expenditures**

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on Corporation business will be reimbursed. The costs of parking tickets, fines, limousine service, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

## **ARTICLE 11 – Entertainment and Business Meetings**

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by the Finance Director, or Executive Director or Board Chair in the absence of a Finance Director, and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:

- a. Date and place of entertainment
- b. Nature of expense
- c. Names, titles, and corporate affiliation of those entertained
- d. Complete description of the business purpose for the activity including the specific business matter discussed
- e. Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable)

## **ARTICLE 12 – Relocation Expenses**

In general, relocation expenses are reimbursable with the advance approval of the Executive Director or Board Chair. Reimbursable relocation expenses include but are not limited to:

- a. Transportation, such as:
  - i. Airfare including taxes and airport fees/surcharges
  - ii. Rental moving vehicles (eg: truck, van), including insurance, fuel, and other related costs
  - iii. Taxi, airport/hotel shuttle
  - iv. Tolls, parking, and other such fees
  - v. Fuel and mileage costs if a private vehicle is used to relocate
- b. Accommodation en route, subject to the same limitations as outlined in Article 6
- c. Meals en route, subject to a per diem limit to be included in the offer letter
- d. Other costs directly associated with relocation with the advance approval of the Finance Director, or Executive Director or Board Chair in the absence of a Finance Director

The Corporation shall not reimburse Personnel for fines, penalties or other such charges resulting from their relocation activities. The offer letter to new Personnel should specify the maximum moving expense reimbursement that will be paid by the Corporation.

## **ARTICLE 13 – Miscellaneous**

Reasonable Corporation business-related telephone and fax charges due to absence of Personnel from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Finally, emergency secretarial work and/or postal charges incurred are reimbursable for the purpose of work on behalf of the Corporation.

Cancellation fees/penalties incurred as a result of a change of plans are reimbursable 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 and/or penalties are incurred without adequate explanation, the cost of the fees and/or penalties will not be reimbursed.

## **ARTICLE 14 – Non-Reimbursable Expenditures**

The Corporation maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a non-profit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- a. First class tickets or upgrades
- b. When lodging accommodations have been arranged by the Corporation but Personnel elect to stay elsewhere, reimbursement is made at the amount no higher than the Corporation's negotiated rate; transportation between the alternate lodging and the meeting site shall not be reimbursed
- c. Movies, liquor, or bar costs
- d. Business conferences and entertainment which are not approved by the Executive Director or Board Chair of the Corporation.
- e. Toiletries, personal clothing, luggage, and other miscellaneous personal items
- f. Expenses for spouses, friends or relatives; if a spouse, friend, or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request
- g. Fines, penalties, legal fees, or other similar charges
- h. Personal entertainment or recreation expenditures