

MVSHRM TRAVEL & REIMBURSEMENT POLICY

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PURPOSE

From time to time board members are required to travel on behalf of the chapter for business purposes. This policy sets forth procedures and guidelines for incurring expenses and for their reimbursement.

The MVSHRM Chapter will reimburse expenses that are reasonable and necessary, are for MVSHRM business purpose, and are properly documented, approved and submitted. This policy applies to all expenses as described below regardless of the account to which budgeted or recorded, or the type of funding supporting such expenses.

The purpose of this policy is to provide broad guidelines for incurring and reimbursing expenses connected with MVSHRM business in accordance with applicable regulations and sound business practices. This policy governs expenses incurred during MVSHRM travel, as well as expenses incurred locally in connection with MVSHRM business.

Any exceptions to this policy should be approved in advance by the Executive Committee. Any unallowable or excess expenses and/or travel advances are the responsibility of the individual, and must be repaid promptly if initially paid from MVSHRM funds.

MVSHRM business expenses must be itemized and substantiated, preferably by dated original receipts showing date of purchase, vendor name, itemized list and unit price of the purchased items, and total amount with proper explanations. When an original or duplicate receipt cannot be obtained the individual requesting reimbursement must submit a signed statement that includes an explanation of the omission, the date and time when the expenses were incurred, who was present, the business purpose of the expense, and confirmation that reimbursement of the expenses has not been nor will be paid from any other source. Business expenses must be submitted within 60-days of the date the expense occurred.

The Chapter Treasurer will be responsible for approving and reimbursing expenses in accordance with this policy. No one may authorize reimbursement of his/her own expenses.

It is not possible to anticipate all situations that may occur traveling for or entertaining on behalf of Mohawk Valley Society for Human Resource Management (MVSHRM). As a result, these policies are meant to serve as guidelines to follow when incurring work related expenses. It is expected that board members will interpret these policies to keep expenses to a minimum and ensure that such expenses are directly related to a board member's job responsibilities and the mission of MVSHRM. The primary responsibility for adherence to these guidelines rests with the individual.

AUTHORIZATION TO TRAVEL

Any day conferences requiring fees and any out of town trips requiring an overnight stay must be approved in advance by the current board president and Chapter Treasurer. Please complete a Travel Request for the necessary travel arrangements and accommodations.

Companions: Expenses for a companion (i.e. non-board member) are not reimbursable unless the companion's attendance is necessary for business purposes.

Non-reimbursable Expenses: The following will not be reimbursed by MVSHRM:

- Fines for parking or moving violations
- Laundry services
- Lost or stolen personal property (including cash)
- Costs incurred at home, such as childcare
- Life, flight or baggage insurance
- Companion expenses

AIRFARE

Airfares should always be the lowest discounted or economy fare available via U.S. carrier. Generally, you should select carriers with connections rather than flying direct routes to get cheaper fares. You should always base the selection of an airline on getting the lowest fare available and never solely on your participation in an airline's frequent flyer program.

Do not purchase full coach, fully refundable fares unless all other discount fares are sold out or unless your travel plans will change more than twice before travel commences. Generally, discount fares are non-refundable but are changeable for a fee ranging from \$75-\$100 on up based upon the rules of the carrier. Once changed more than twice the discount fare is no longer an attractive option. The Company expects you to carefully consider, in light of your travel plans, the cost of a refundable and changeable ticket as opposed to the cost of a lower priced yet non-refundable ticket.

When visiting resort areas (such as Honolulu and Las Vegas), the board member should use tour operators that offer air/hotel packages.

Receipts for all air travel should be attached to the expense report. The only acceptable receipts will be the back stub from the ticket package or, for packages arranged through tour groups, photocopies of ticket vouchers and agency invoices. For normal airfare (i.e. other than tour packages), travel agency invoices are not acceptable support. You must attach a copy of the ticket stub as evidence of the trip and the amount paid.

USE OF PERSONAL AUTOMOBILE

From time to time, it may be necessary for you to utilize your vehicle for pre-authorized company business. You may claim 56.5 cents per mile as mileage reimbursement or current IRS Mileage Rate, whichever is greater on distances greater than 75 miles along with Tolls.

It is important for board members to be aware that the vehicle owner's insurance policy will always provide the primary liability coverage. MVSHRM will not provide reimbursement for the deductibles associated with the primary insurance under these circumstances.

MVSHRM will not provide collision or comprehensive coverage when board member's vehicle is used for business travel. The vehicle owner's policy will provide the only coverage for these types of claims.

AUTOMOBILE RENTAL

Auto rental requires the prior approval of the current board president and Chapter Treasurer. In general, auto rentals will be approved for a group traveling together. Include your rental receipt with your expense statement. MVSHRM will reimburse for fuel expenses. *MVSHRM will not reimburse for the purchase of additional insurance. All related fuel expenses are covered and reimbursable.*

TAXI AND OTHER TRANSPORTATION COSTS

Please utilize shuttle/hotel bus service whenever possible. When traveling in groups, taxis may be economical. When traveling to and from your local airport, choose between long-term parking or a taxi based on whichever is the most economical for the chapter. Obtain receipts whenever possible and include them with your expense statement.

HOTEL

MVSHRM will reimburse board members the actual cost of moderately priced accommodations. Prior approval is required from the current board president and Chapter Treasurer before any arrangements are made. Arrangements can be made by contacting the hotel directly. The hotel billing statement must be submitted to the Chapter Treasurer within 30-days of your return.

- MVSHRM will not reimburse for hotel charges incurred by non-board members (i.e. additional room fee, phone charges, etc.)

- MVSHRM will not reimburse for any mini-bar charges.
MVSHRM will not reimburse charges for laundry services or in-room movies.
- Telephone: For those board members without a cell phone or when cell phone service is unavailable, calls made while away will be reimbursed. Calls home will be reimbursed at the rate of one call per day (of reasonable length). Direct long distance calls from a hotel room can be expensive and should be avoided. These calls will be available on your bill from the hotel which must be submitted to the Chapter Treasurer for reimbursement.

MEALS AND ENTERTAINMENT

Meals and entertainment expenses are allowable expenditures if they are reasonable and necessary expenses directly related to the business or functions of the chapter. The board may choose to be more restrictive than this policy due to budget constraints or other reasons; however, the maximum amounts set forth in this policy may not be exceeded unless there is an extraordinary circumstance.

While it is not encouraged, a limited amount of alcohol in connection with a traveler's meal is reimbursable. MVSHRM will not reimburse alcohol consumption costs of a non-board member.

Meals for Board events

When there is expense related to meals and/or beverage at a board event, (i.e. board meetings,) all receipts must be submitted to the Chapter Treasurer for reimbursement. The reimbursement rate will be based on the event type as well as the number of people attending the event. The Chapter Treasurer and Chapter President have the authority to determine an acceptable reimbursement amount based on Chapter budget and funds available.

Meals while traveling

Board Members have the option of choosing one of two options: (a) the per diem allowance; or (b) actual expenditure reimbursement. The per diem allowance is a daily rate that may be selected in lieu of submitting receipts. The actual expenses method requires the submission of receipts to support expenses claimed.

Per diem allowance:

A board member travelers may be reimbursed for meals and incidentals as indicated below:

Per Day Reimbursement	Standard	High Cost*
Breakfast	\$7	\$12
Lunch	\$11	\$18
Dinner	\$18	\$31
Incidentals	\$3	\$3
Maximum total	\$39	\$64

* MVSHRM has determined the following to be "high cost cities" for board members: Boston, Chicago, Dallas, Detroit, Los Angeles, Las Vegas, New York City, Philadelphia, San Diego, San Francisco, and Washington D.C. Meal reimbursement for **all other cities** will be made at the standard per diem rate or based on actual expenditures with original receipts.

An example of a per diem rate adjustment is as follows:

When the conference attended provides some meals as part of the conference registration fee. For example: A traveler attends a 3-day conference. The conference provides breakfast for all attendees of the conference at no charge to participants. Since the cost of breakfast is part of the conference registration fee, the traveler is not entitled to reimbursement for breakfast during the days it is provided. If the full day rate is \$39, the partial per diem allowed for the days the conference serves breakfast is \$32 (\$39 less \$7).

**MVSHRM
REIMBURSEMENT REQUEST FORM**

Payable to: _____ Date: ___/___/___

Address: _____

TRAVEL

Date	Description	Travel	Miles @ ?	Lodging	Meals	Other	Subtotal

Total travel costs to be reimbursed:

Operations

Date	Description	Phone	Postage	Supplies	Printing	Other	Subtotal

Total operational costs to be reimbursed:

Grand total to be reimbursed: \$ _____

Please indicate the purpose of the expenditures:

I hereby certify that the above is a true and correct statement of expenses incurred by me in the service of MVSHRM

Signature

Date

Note: All requests for reimbursement must be received within 60-days from the date incurred and must be accompanied with original, scanned or photocopied itemized receipts.

Approved by: _____ MVSHRM Position _____ Date: ___/___/___

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