



TRAVEL REIMBURSEMENT POLICY

POLICY

As a non-profit organization dedicated to conquering cancer, 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 C-Change initiatives. It is C-Change policy that all travel be conducted in the least expensive manner.

RELATED POLICIES AND PROCEDURES

1. LOCAL TRAVEL

- a. **Mileage Reimbursement.** C-Change 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 and tolls.** C-Change will reimburse for parking and tolls associated with a local or long distance trip. Parking and Tolls must have a receipt.

2. LONG DISTANCE TRAVEL

- a. **Air Travel.** C-Change will pay for airfares to approved destinations. Travelers must use the lowest available airfare. Travelers will be reimbursed for special promotional tourism or economy fares as long as these fares do not exceed the lowest available coach fares. Airline tickets in excess of \$500.00 must be approved by the Vice President, Finance & Operations prior to travel.

First class, international, and spouse travel is not reimbursable. Special circumstances must be discussed with the Vice President, Finance & Operations prior to arranging travel.

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 alcoholic beverages, entertainment expenses and other types of personal expenses not relating to these specific meals.
- 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.** Taxicabs are usually the lowest cost and preferred method of ground transportation.

Receipts are required for all transportation expenses.

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
- Alcoholic beverages
- 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.**

All expenses incurred must be substantiated by 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 Vice President, Finance & Operations.**
- c. **Tips to Expedite Payment of Travel & Expense Report.** The TIPS are designed to help all travelers. Please refer to the **Travel Policy for specific information.**
 - Written explanations are needed for missing receipts or exceptions to the policy
 - Ensure the Traveler Name and purpose of trip are clearly identified
 - All 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 must have a receipt
 - Hotel bills need to be itemized by meals, telephone, parking, etc.
 - Make copies of all Expense Reports with receipts for your records