

EXPENSE REIMBURSEMENT POLICY

The purpose of this policy is to define approved business expenses and the authority for incurring and approving such expenses.

The organization will cover all reasonable, business-related expenses. Any cost that does not fall within the guidelines below must be approved by the program Vice President or President/CEO before the expense is incurred. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your program Vice President or President/CEO has been received. Employees may not be reimbursed for expenses that were not approved in advance and are deemed unnecessary or extravagant.

The following types of expenses may be reimbursable under this policy:

- Lodging
- Travel expenses including airfare, reasonable airline luggage fees, train fare, bus, taxi, and related tips
- Meals, including tips up to 20%
- Car rental, parking fees, and tolls
- Mileage on a personal vehicle (see below)
- Conference and convention fees

The following expenses are examples of expenses not reimbursable under this policy:

- Airline club dues
- Traffic fines
- Tips in excess of 20%
- In-flight movies, mini-bar expenses, and other forms of personal entertainment
- First-class airfare

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be reimbursable. When prior approval is required, managers should use their best judgment to determine if an unlisted expense is reimbursable under this policy.

PERSONAL TRAVEL EXPENSES (PER DIEM)

For business trip travel more than 75 miles that requires an overnight stay, the organization pays \$40 per day. For business trip travel more than 75 miles that does not require an overnight stay, the organization pays \$20 per day. Examples of business trips include attending conferences, seminars, or career fairs. Travel for the purposes of client visits or client transportation is not covered by this policy.

VEHICLES

When using your vehicle for business purposes, you must maintain insurance coverage as required by law and may not have more than 2 points on your driving record. You will be reimbursed for vehicle use at the rate of \$0.53 per mile. The President/CEO must authorize any deviation from this policy.

REPORTING

Reporting for approved expense reimbursements occurs in KissFlow. If needed, include a description of the expense, its business purpose, date, place, and the participants. Falsification

of business expenses is grounds for disciplinary action up to and including termination of employment.

BUSINESS MILEAGE REPORTING

Employees using personal vehicles in the course of business are eligible for mileage reimbursement. Mileage will be paid according to the guidelines below:

- 1) The mileage rate is \$0.53 per mile.
- 2) Travel from home to the facility and from the facility to home is considered the normal commute and is not considered company business.
- 3) The normal commute is defined as the miles from home to your first point of duty and the miles from your last point of duty to home. Eligibility for mileage reimbursement begins after subtracting the normal commute from your total mileage. See the example below.

From	To	Total Miles	Normal Commute	Miles Eligible for Reimbursement
Home	Client House	50	20	30
Client House	Facility	50	N/A	50
Facility	Client House	20	N/A	20
Client House	Home	10	20	0

- 4) You must log your reimbursable mileage in AccelTrax along with a comment documenting the following:
 - a. From Location
 - b. To Location
 - c. Purpose
- 5) Mileage submitted for reimbursement will not be paid if the required documentation is missing or incomplete.

USE OF COMPANY CREDIT CARDS

All employees in the possession of a credit card issued by the organization will adhere to the strictest guidelines of responsibility for the protection and proper use of that card.

If you have an issued credit card, it must be used for all business-related purchases. All purchases made on the card must be entered in KissFlow for supervisor and accounting approval along with all receipts. You will receive a KissFlow input request a few days before the end of the credit card billing period to facilitate this process. Your Department may have a separate policy outlined in the Departmental Handbook. If so, that policy supersedes this policy.

Your Company credit card may not be used for personal reasons. The use of the Company credit card is restricted to approved business-related expenses.

Any unauthorized purchases made with a credit card issued by the Company will be the cardholder's responsibility. You must reimburse any such purchase to the Company immediately.

Immediately report lost or stolen Company cards to your Supervisor. Failure to follow this policy may result in disciplinary action up to and including termination of employment.