



B A S M A A

Policy and Procedure #12

Title: Travel Reimbursement

Purpose

The purpose of the Travel Reimbursement policy is to ensure that BASMAA pays or reimburses only reasonable and necessary expenditures for authorized expenses that are authorized, incurred, documented, and paid for by the organization.

Definition

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by staff, consultants, or authorized representatives (BASMAA has no employees) (here in referred to as “traveler”) who are in travel status on official business of BASMAA. Such costs will be charged on an actual cost basis. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the organization in its regular operations.

As required by the Internal Revenue Service, reimbursements must be:

- Incurred in connection with services performed as staff, consultant, or authorized representative,
- Adequately substantiated unless it is a per diem expense, and
- Excess reimbursements are returned to the organization on a timely basis.

Types of Travel Reimbursement

Personal Car Reimbursements

To be eligible for personal car reimbursements, traveler must:

- have a valid operator’s permit and show proof of same to the finance office
- have car insurance and show proof of same to the finance office
- have requests approved by the Executive Director (Executive Director requests addressed in invoice approval process – see Financial Policy and Procedure)
- submit requests for reimbursement in a timely manner

Unjustified mileage or personal mileage will not be reimbursed. Each increment of daily agency travel is to be logged.

Normal mileage/commute to and from BASMAA’s office in Menlo Park, CA will not be reimbursed.

Effective Date: July 2011

Supersedes: February 2016

Reimbursements will be made for the following:

- Mileage, based on standard mileage rates set by the Internal Revenue Service. IRS reimbursable mileage allowance starting January 1, 2016 is \$0.54 per mile (the amount changes each year, BASMAA will use the current rate),
- Toll expenses incurred outside of normal commute, and
- Work-related parking away from the office.

Vehicle Rentals

The following guidelines pertain to the rental of cars:

- Renting a car is allowable only if the nature of the trip, or the location to be traveled to, is such that other means of transportation are not available or practical.
- If car rental is necessary, an economy car is to be rented unless special circumstances apply and with prior Executive Director approval.
- Auto rentals may be paid for by the traveler on their personal credit card and reimbursed by BASMAA.

Traffic violations and parking tickets incurred while on business are the responsibility of the traveler, regardless of the use of a personal or rental vehicle.

Public Transportation

Use of public transportation for business, outside of the traveler's normal commute, will be reimbursed at cost. Travelers are expected to use good business sense in determining the appropriate mode of transportation. Travelers are expected to take advantage of advance purchase saving on airfare whenever possible.

Food and Lodging

Personal meals are only reimbursable with Executive Director approval or in the case of travel involving an overnight stay. Reimbursement for lodging and meals for staff travel with overnight stay is based on actual cost unless incurred as part of a Federal or State grant. If incurred as part of a Federal grant, reimbursement is based on Federal per diem rates issued by the U.S. General Services Administration (located at www.gsa.gov) or as specified in the grant, whichever takes precedence. Rates vary according to city and state and change each year. If incurred as part of a State grant, reimbursement is based on California Department of Human Resources (www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) or as specified in the grant, whichever takes precedence.

The purpose and attendees for meals should be noted on the receipt or expense report. Tips should not exceed 20% of the bill. Alcohol is considered a non-reimbursable meal expense and should not be on the expense report.

Other Expenses

Expenses other than travel, food, and lodging require prior approval from the Executive Director in order to be eligible for reimbursement.

Travel Advances

Travel advances must be approved by the Executive Director or the Board of Directors and submitted five (5) business days prior to issuance. A travel advance will not be made to an individual with an overdue expense report for a prior advance.

Any advance received should be subtracted from the total itemized out-of-pocket travel expenses. If the amount of the advance is greater than the total expenses, the refund must be submitted with the expense report.

Note: Any travel expenses incurred by the Executive Director will be reviewed and approved by a Board member.