

## **Friends of Deckers Creek Travel Reimbursement Policy**

- I. **Applicability:** This travel reimbursement policy and procedure is applicable to all Friends of Deckers Creek (FODC) board members, employees, contractors, subgrantees and subcontractors.
- II. **Policy:** It is the policy of FODC to provide fair and equitable reimbursement of travel expenses.
- III. **Travel reimbursements:** Reimbursements that will exceed \$250 require pre-approval from the Executive Director, Board president, or board treasurer.
- III. **Rates of Reimbursement:**
  - A. Air Fare. Travelers shall be reimbursed for coach class air fare and shall schedule flights to obtain the cheapest fares possible.
  - B. Lodging. FODC shall reimburse travelers the actual amount paid for lodging up to the maximum current rates contained in the General Services Administration (GSA). Federal Travel Regulation (FTR) for the Continental United States (CONUS).
  - C. Car Rental. FODC shall reimburse travelers the actual amount paid and for the additional insurance to cover damages.
  - D. Mileage. FODC shall reimburse travelers at the current rates contained in the General Services Administration (GSA), Federal Travel Regulation (FTR) for the Continental United States (CONUS).
  - E. Meals: FODC shall reimburse travelers the actual amount paid for meals excluding alcoholic beverages.
- II. **Reimbursement Procedure:** The traveler shall fill out reimbursement forms for travel, sign them, attach receipts for air fare, lodging, meals, and car rental and submit them to their staff supervisor for his/her signature. The forms shall then be submitted to the treasurer for reimbursement. If there is no staff supervisor, the forms shall be submitted directly to the treasurer.
- III. **Exceptions to the Rates of Reimbursement:** If allowable reimbursements on any grant or project are restricted or less than the stated rates of reimbursement in this policy, the FODC treasurer and traveler shall discuss these limitations prior to scheduling the travel.

Adopted 3/19/09.