

FP9
Category: FINANCE

TRAVEL AND MEETING REIMBURSEMENTS FOR EMPLOYEES POLICY

I. PURPOSE

To establish the framework and standards procedures relative to travel and meeting expenses incurred by employees of MBCP in the performance of their duties.

II. SCOPE

All employees of MBCP.

III. DEFINITIONS

“Agency Business” shall mean carrying out the responsibilities and duties of the office or position held by the Employee.

“Conference” shall mean an official function or gathering of an industry, research, or professional organization or institution directly related to the responsibilities and duties of the Employees.

“Employees” shall mean those individuals who are employed for a salary or wage by MBCP, not including members of the Board of Directors or individuals working under a contract for services unless specifically identified in said contract.

“Incidental Expense” shall be any fee or tip given to porters, baggage carriers, hotel housekeeping, or taxi cab drivers.

“Meeting” shall mean any meeting of individuals where Agency Business is discussed.

“Personal Business” shall mean the conduct of business or travel not specifically related to Agency Business including, but not limited to, commuting between the Employee’s home and any regular work location.

“Political Function” shall include any activity that is held to support or oppose, or raise money to support or oppose, any candidate, ballot measure, or political party.

“Written Justification” shall mean an explanation of an expense provided in e-mail, digital or handwritten formats that provide a record.

IV: AUTHORIZATIONS FOR APPROVALS

A. OUT-OF-STATE TRAVEL

The CEO will be required to approve, in advance, all out-of-state travel by MBCP personnel, including members of the Board of Directors, to attend a Conference or a Meeting related to Agency Business at the Agency’s expense. Travel Request Form shall be submitted to and approved by the appropriate department head prior to submittal to the CEO.

B. IN-STATE TRAVEL

All in-state travel involving overnight accommodations shall be approved by the CEO, prior to incurring expenses, when travel is required for the performance of the Employee’s duties and responsibilities to the Agency.

In-state travel not involving overnight accommodations shall be approved by the appropriate department head, prior to incurring expenses, when travel is required for the performance of the Employee’s duties and responsibilities to the Agency.

C. LIMITATIONS

Travel and Meeting expenditures shall not exceed approved budget appropriations and associated fiscal policies established therewith.

Personal Business: MBCP shall not be responsible for any travel associated with Personal Business. If an Employee attends a Conference or Meeting for which reimbursement is claimed that also includes Personal Business, the Employee shall only seek reimbursement for expenses associated with the conduct of Agency Business. The Employee shall disclose, prior to the approval of the travel, the dual nature of any travel and the portion undertaken on behalf of the Agency.

Guests: Regardless of Employee attendance at a Conference or Meeting, expenses for family or guests shall not be incurred, nor reimbursed by MBCP.

V. REIMBURSABLE EXPENSES

A. ACCOMMODATIONS

Reimbursement for hotel or motel lodging expenses, including applicable taxes, will be based on actual expenditure but shall not exceed the standard room rates at official Conference hotels for single occupancy. Reimbursement for hotel and motel lodging expenses shall cover the days of travel (to and from the Conference or Meeting) as well as the days of the Conference or Meeting. No expenses shall be incurred by MBCP for additional days of stay to conduct Personal Business. Employees shall be responsible for any expenses exceeding the standard room rate for Conferences. In instances where lodging is required for a Meeting, every reasonable effort shall be made to choose the lowest cost lodging alternative.

B. TRANSPORTATION

Travel up to 150 miles one way may be done by private automobile. Reimbursement shall be at the rates prescribed by the Internal Revenue Service (IRS).

When actual mileage exceeds the reasonable distance between origin and destination by 10%, the Employee must justify such excess; otherwise, reimbursement will be made only on the most direct route.

If the Employee does not have access to a private automobile, reimbursement for ride-sharing services, taxi services, automobile rental services, or public transit services, including applicable taxes, will be based on actual expenditures. Reimbursement shall be limited to expenditures that are deemed reasonably essential to transportation to the destination (tickets, standard vehicle, rental insurance, etc.). Reimbursement shall not be issued for luxury vehicle upgrades or for public transit passes lasting longer than the period of travel for Agency Business.

Travel to destinations over 150 miles one way will be paid at mileage or airfare costs, but in no event shall the reimbursement exceed the value of coach airfare and related transportation authorized in this section.

Airfare and reasonable baggage fees based on the length of the trip for domestic flights shall be reimbursed based on the value of the applicable round-trip coach airfare to the proposed destination. All efforts should be made to obtain the lowest available fare by making reservations well in advance of departure. The Agency shall not reimburse Employees for

seat selection fees, “early bird” check-in fees, or in-flight food or beverages. No Agency funds shall be expended on airfare for guests.

If transportation is provided as part of the registration fee for a Conference, reimbursement may not be sought if the Employee prefers another mode of transportation unless it is public transportation.

Other Transportation Costs: The following expenses shall be authorized at the lowest available cost, given the individual circumstances of the travel:

Travel to and from airports, including private automobile mileage, taxis, ride-sharing, airport shuttles or buses.

Storage, parking, and toll charges when such charges are reasonable and necessary.

Automobile rental expenses shall be authorized when Written Justification showing that the rental fees are the most cost-effective means of travel is provided to the CEO in advance of the trip.

C. MEALS

MBCP’s maximum full day meal and Incidental Expense rate will be based on actual expenses or \$75, whichever is lower.

Reimbursement shall be allowed only when a receipt for actual meal expense has been provided and the claim for reimbursement identifies who is included in the Agency Business Meeting and the nature of the Agency Business. The most senior level person at the function is responsible for payment of expenses incurred.

Expenses for Conference luncheons, special banquets, or other set price official affairs will be reimbursed on the basis of actual expenditure upon presentation of documentation of the set price.

Reimbursement for alcoholic beverages as part of the meal expenses shall not be permitted unless said expense is part of a fixed-price Conference or Meeting event and separation of such expense from the total cost is not possible.

D. REGISTRATION FEES

Registration fees for Conferences or Meetings will be paid at actual cost. Official literature indicating the cost of registration and Conference or Meeting dates must accompany the Employee expense claim.

E. RESTRICTIONS

Reimbursement of costs incurred while attending a Political Function shall not be authorized.

VI. REIMBURSEMENT

An advance, in an amount representing the estimated expenses, may be secured upon application to the CEO or his/her designee. The CEO may authorize an advance in a higher amount upon receipt of Written Justification and presentation of an itemization of estimated expenses. Accounting of advances shall be done on the same form as required for requesting claims for reimbursements.

All claims for reimbursement shall be prepared on an MBCP Expense Claim Form and shall be submitted monthly, but no longer than 30 days after the event. Any Employees submitting expense reports after the 30-day period shall not be reimbursed.

All claims for reimbursement shall include an itemization of expenses, provide a brief explanation of the purpose of the Conference or Meeting and shall include original receipts or vouchers for all expenses incurred with the exception of advances. If a receipt cannot be obtained or has been lost, a Written Justification shall be made on the expense form and the reason given. In the absence of an explanation satisfactory to the applicable approving authority, the amount involved shall not be allowed.

All claims for reimbursement shall be submitted to the Employee's department head, or their designee, for approval. A determination shall be made by the Department of Internal Operations, that (1) the claims for the reimbursement are in accordance with this policy; and (2) the necessary budgetary funds are available for disbursement.

VII. ATTACHMENTS:

1. Travel Request Form
2. Expense Claim Form