



## **TRAVEL POLICY**

### **Purpose**

The purpose of this policy is to establish guidelines for authorization, reimbursement, and accountability related to travel conducted on behalf of the Organization. The Organization recognizes that travel may be necessary to fulfill its mission of business attraction, retention, workforce development, marketing, investor relations, professional development, and participation in industry conferences.

All travel related expenses should be charged to the employee's company issued credit card whenever possible.

All travel shall be conducted in a manner that demonstrates prudent stewardship of organizational resources.

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### **Authorization/Board Chair Approval**

All travel by staff, including the President/CEO, shall require written approval (email is acceptable) by the Board Chair or, in the Chair's absence, the Vice Chair, prior to booking any travel arrangements.

In the event of unexpected travel, written notification (email is acceptable) will be provided to the Board Chair or, in the Chair's absence, the Vice Chair.

A proposed travel schedule for the following calendar year shall be presented to the Board of Directors at the December Annual Meeting for review and approval.

The travel request shall include:

- Purpose of travel
- Destination
- Dates of travel
- Conference or meeting information
- Estimated total cost

Approval should be obtained sufficiently in advance to secure the most economical travel rates.

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### **Air Travel**

Employees are expected to purchase the lowest reasonable airfare available.

The following restrictions apply:

- Economy/Coach class is required.
- Business or First-Class airfare is not permitted unless specifically approved by the Board Chair due to documented medical necessity or extraordinary business circumstances.
- Flights should be booked as far in advance as practical.
- Reasonable baggage fees for one checked bag are permitted when necessary for business purposes.
- Seat upgrades, premium seating, early boarding, lounge access, travel insurance, or similar optional fees are not permitted unless pre-approved.

Employees should select flights that balance cost, travel time, and scheduling efficiency.

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**Personal Vehicle**

When driving is more economical than flying, employees may use their personal vehicle.

Mileage shall be reimbursed at the current IRS standard mileage rate.

Mileage reimbursement includes compensation for:

- Fuel
- Normal wear and tear
- Maintenance
- Insurance

Parking and tolls are reimbursable with receipts.

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**Rental Vehicles**

Rental vehicles should only be used when necessary for business purposes.

The following guidelines apply:

- Intermediate or standard-size vehicles should be rented whenever practical.
  - Luxury, premium, SUV, or specialty vehicles are not permitted unless business necessity requires them.
  - Employees should decline optional insurance coverage when covered under the Organization's insurance or corporate rental agreement.
  - Fuel should be purchased at local market rates rather than prepaid fuel options whenever practical.
  - Personal upgrades are the employee's responsibility.
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**Lodging**

Employees should select reasonably priced accommodations.

Whenever available:

- Conference rates should be utilized.
- Negotiated rates should be requested.

Lodging expenses should generally not exceed prevailing market rates for the destination.

Personal charges including:

- Movies
- Mini-bar purchases
- Spa services
- Laundry (for trips under five days)

are not permitted.

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**Meals**

Employees will be authorized up to three (3) meals per day while traveling on approved business, with each individual meal not to exceed \$75. This meal allowance does not apply to client business meetings that include meals, which are excluded from this limit and should be submitted separately as client entertainment/business development expenses.

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**Ground Transportation**

Reasonable ground transportation expenses are permitted, including:

- Taxi
- Rideshare services (Uber/Lyft)
- Airport shuttles
- Public transit
- Parking
- Tolls

Travelers should choose the most economical transportation option appropriate for the business purpose.

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**Expense Reimbursement**

Within 30 days of returning from travel, employees shall submit:

- Completed expense reimbursement form (applicable to mileage reimbursement)
- Original itemized receipts for all reimbursable expenses
- Conference registration confirmation
- Hotel invoice
- Airfare receipt
- Rental car receipt
- Parking and toll receipts