

## **TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY**

### **Purpose**

The Able Trust recognizes that board members, officers, and employees (collectively "Personnel") may be required to travel or incur other expenses to conduct company business and to further the mission of The Able Trust. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses. It is the policy of The Able Trust to reimburse only reasonable and necessary expenses actually incurred.

When incurring business expenses, The Able Trust expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend The Able Trust's money carefully and judiciously.
- Report expenses, supported by required documentation, as they were actually spent.

### **Expense Report**

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written report using *The Able Trust Travel and Expense Reimbursement Request* form. The expense report, which shall be submitted at least monthly or within two weeks of the completion of travel, must include:

- Date, origin, destination and purpose of the trip.
- An itemized list of all expenses for which reimbursement is requested.

### **Receipts**

Receipts are required for all expenditures billed directly to The Able Trust such as airfare and hotel charges. No expense in excess of \$25.00 will be reimbursed unless the individual requesting reimbursement submits written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

### **General Travel Requirements**

#### ***Necessity of Travel***

In determining the reasonableness and necessity of travel expenses, the person authorizing the travel shall consider the ways in which The Able Trust will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to The Able Trust outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

#### ***Personal and Spousal Travel Expenses***

Individuals traveling on behalf of The Able Trust may incorporate personal travel or business with their company-related trips; however, personnel shall not arrange company travel at a time that is less advantageous to The Able Trust or involving greater expense to The Able Trust to accommodate

Board Approved, 2.24.2022

personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by The Able Trust. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by The Able Trust.

### **Air Travel**

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. The Able Trust will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.

### ***Frequent Flyer Miles and Compensation for Denied Boarding***

Personnel traveling on behalf of The Able Trust may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

### **Lodging**

Personnel traveling on behalf of The Able Trust may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels.

Housekeeper gratuities are reimbursable up to \$2 per day, receipts are not required for such gratuities. Personal items such as video rentals, massages, haircuts, bar, and snack items, etc., will not be reimbursed. Portage gratuities should not exceed \$3.00 per bag on the day of departure and \$3.00 upon the arrival day, for a total per trip, per bag of \$6.00.

### **Out-Of-Town Meals**

Due to the variance in meal costs from city to city, there are no maximum per meal reimbursements, but common sense should prevail. Receipts must accompany all meals in excess of the following costs; otherwise, the following costs, which include gratuity and taxes, will be reimbursed:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

### **Ground Transportation**

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following:

### ***Rental Cars***

If rental vehicles are used, they should be mid-size class unless a special vehicle is required to accommodate special needs. Larger vehicles are authorized only if several persons are traveling together or if large quantities of material are transported. Receipts must be submitted for reimbursement including fuel receipts. Rental cars are only to be used for The Able Trust business, and only driven by the staff member(s) leasing the vehicles.

### ***Personal Cars***

Personnel are compensated for use of their personal cars when used for The Able Trust business. When individuals use their personal car for business travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. Mileage must be documented on the travel reimbursement form using map miles obtained from customary applications such as Google Maps, Mapquest, etc. Vicinity miles may be reimbursed for mileage driven within the local area of destination for business purposes.

### ***Taxis/Uber/Lyft***

Personnel are reimbursed for taxi/Uber/Lyft service when used for The Able Trust business. Receipts must be submitted for reimbursement.

### ***Parking/Tolls***

Parking and toll expenses, including charges for hotel parking, incurred on company business will be reimbursed. The costs of parking tickets and/or fines are the responsibility of the employee and will not be reimbursed. Valet service/parking is not a reimbursable expense unless self-parking is unavailable at the location of business or valet is needed as a reasonable accommodation.

### **Business Meetings**

Reasonable expenses incurred for business meetings will be reimbursed only if the expenditures are approved in advance by senior management of The Able Trust. Detailed documentation for any such expense must be provided, including:

- Date and location of business meeting.
- Nature of expense.
- A complete description of the business purpose for the meeting.
- Vendor receipts showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

### **Non-Reimbursable Expenditures**

The Able Trust maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance (The Able Trust maintains insurance for rental car use by all employees).
- First class tickets or upgrades.

Board Approved, 2.24.2022

- When lodging accommodations have been arranged by The Able Trust and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by The Able Trust. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Entertainment, liquor, or bar costs.
- Valet service unless self-parking is unavailable at the location of business or valet is needed as a reasonable accommodation.
- Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related.