

TROUPE OVER THE HILL  
TRAVEL POLICY & PROCEDURE

TRAVEL

Policy is designed to accomplish the following key points:

- Ensure all members have a clear and consistent understanding of policies and procedures for business travel expenses
- Ensure members are reimbursed for legitimate business related expenses

Responsibilities:

- Board
  - Must approved a budget amount for each event
  - Assumes no obligation to reimburse members for expenses that are not in compliance with the policy
  - Must approve any deviation from this policy
- Members
  - Responsible for complying with the travel policy
  - Responsible for filing an expense report with documentation no later than the 15<sup>th</sup> of the month subsequent to travel.
- Treasurer
  - Responsible for accuracy and reviewing the expense reports for compliance with the travel policy
  - Approves and signs the expense report
  - Reimburses members for all reasonable and necessary expenses while traveling on authorized Troupe business
  - To ensure expenses do not exceed travel budget pre-approved by the board

Covered Expenses:

- Mileage
- Meals
- Overnight Lodging
- Registration fees

Approved by Troupe Over the Hill Board of Directors September 21, 2015

Documentation Requirements:

Members must complete an expense report and provide receipt copies and or proof of payment in order to be reimburse for any pre-approved expenditures.

- Mileage is reimbursed at the current rate established by the IRS for business miles. This mileage allowance is in lieu of actual expense for gasoline, oil, repairs, insurance and depreciation. Therefore, actual expenses for those items will not be reimburse when your personal vehicle is used for business. To be reimburse for the use of your personal vehicle for business, members must list on the expense report:
  - Date and purpose of trip
  - Location traveled to and from
  - Mileage
- Meals – breakfast, lunch, dinner, excluding alcoholic beverages, will be reimbursed by providing copies of receipts and/or proof of payment. Reimbursement is made up to the GSA guidelines for the county of event location.
- Overnight lodging cost will be reimbursed by providing copies of receipts and/or proof of payment if not pre-paid.
- All other incurred expenses with proper receipts and/or proof of payment will be presented to the board for consideration and approval before reimbursement.