



Maryland Network Against Domestic Violence

Travel and Other Expense Reimbursement Policy for Staff, Consultants and Contractors

Revision Date: December 11, 2013

Approved by MNADV Board of Directors: December 13, 2013

Effective Date: January 1, 2014

I. Purpose

The Maryland Network Against Domestic Violence (MNADV) recognizes that employees and consultants, and contractors (“Personnel”) of the MNADV may be required to travel or incur other expenses to conduct Company business and to further the mission of this non-profit organization. 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 incurred by Personnel. It is the policy of MNADV to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, MNADV expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend MNADV’s money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

II. Advance Approval

All travel must be approved in advance by the Project Director/Executive Director.

III. Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel reimbursement is requested, must include:

- The individual’s name.
- The date, origin, destination and purpose of the trip, including a description of each company-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (e.g., people on whom money is spent in order to conduct MNADV’s business).
- An itemized list of all expenses for which reimbursement is requested.

IV. Receipts

All expenses, except Meals and Incidental Expenses (M&IE), must be substantiated by original receipts. All receipts should be taped or glued to a sheet of paper and attached to the back of the Expense Report or Invoice. In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the traveler should furnish a written receipt with explanation of expenditures(s).

V. General Travel Requirements

A. Necessity of Travel

In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways which MNADV will benefit from the travel and weigh those benefits against the anticipated costs of 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 MNADV outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of training opportunities, shall be considered.

B. Personal and Spousal Travel Expenses

Individuals traveling on behalf of MNADV 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 MNADV or involving greater expense to MNADV in order to accommodate 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 MNADV. Expenses associated with travel of the individual's spouse, family or friends will not be reimbursed by MNADV.

VI. Air Travel

A. General

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. MNADV 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. Once flights have been booked, any additional changes or costs incurred due to a flight change will not be reimbursed by the MNADV without prior approval.

B. Extra Day/Night of Lodging and Meals

Personnel must receive prior approval to stay an extra night.

C. Frequent Flyer Miles and Compensation for Denied Boarding

Personnel traveling on behalf of MNADV may accept and retain frequent flyer miles and compensation for denied boarding of 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.

D. Luggage Costs

The MNADV will reimburse for standard luggage fees up to one bag per passenger.

VII. Lodging

Personnel traveling on behalf of MNADV may be reimbursed for lodging at the federal per diem rate for lodging according to the General Services Administration (GSA) for the locality concerned. <http://www.gsa.gov/portal/content/104877>

If complimentary internet is available then any additional internet services will not be reimbursed.

VIII. Meals and Incidental Expenses (M&IE)

Per diem expenses will be reimbursed according to the General Services Administration (GSA) rates which are established for destinations within the Continental United States (CONUS). The per diem rate for M&IE is based on the locality concerned. On the first and last travel day, Personnel are only eligible for 75 percent of the total M&IE rate for their travel location. The rates are subject to change and Personnel are responsible for looking up the rate prior to travel. The MNADV will identify the per diem rate and make every effort to notify Personnel prior to travel. The GSA per diem rates can be found at www.gsa.gov/perdiem. If the city of county is not listed on the GSA per diem rate page, then the standard CONUS rate applies.

The M&IE rate does include taxes and tips in the rate, so Personnel will not be reimbursed separately for those items. The per diem rate for M&IE should not be used to pay for alcoholic beverages.

Personnel will not be reimbursed at the per diem rate for M&IE for local, in-state travel without prior approval from the individual's supervisor. Personnel will not be reimbursed for meals for other individuals without prior approval from the individual's supervisor.

IX. Ground Transportation

Personnel are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

1. Courtesy Cars/Shuttle

Many hotels have courtesy cars or a shuttle, which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Personnel should take advantage of this free service whenever possible. Personnel are responsible for inquiring in advance about free courtesy cars/shuttles.

2. Airport Shuttle or Bus

Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive.

3. Taxis

When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

4. Rental Cars

Car rentals are expensive so other forms of transportation should be considered when practical. Personnel will be allowed to rent a car while out of town provided that advance approval has been given by the individual's supervisor. The MNADV will reimburse for gas used during travel with a receipt. Additional expenses incurred such as car rental upgrades, renting a GPS, and adding the rental car fuel option will not be reimbursed by the MNADV. If an individual does not have personal automobile insurance, the MNADV will reimburse for basic rental car insurance.

X. Personal Cars

Personnel are compensated for use of their personal cars when used for Company business. When individuals use their personal care for such travel, including travel to and from the airport, mileage will be allowed at the currently approved MNADV rate per mile based on the grant budget(s).

XI. Parking/Tolls

Parking and toll expenses, including charges for hotel and airport parking, incurred by Personnel traveling on company business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed.

Note:

Travel expenses are reimbursable only if they are included in the approved grant budget.

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