



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

### **1. Purpose**

The Board of Directors of SAVE ("SAVE") recognizes that officers, board members, and members ("Personnel") may be required to travel or incur other expenses from time to time to conduct organization 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 authorized and 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 SAVE to reimburse only reasonable and necessary expenses actually incurred by Personnel, up to a specified "cap" or budgeted amount.

### **2. Purpose**

When incurring travel and other organization expenses, SAVE expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses
- Plan board and other meetings, preferably no less than 90 days in advance, 60 days minimum, to mitigate the added cost of last-minute travel arrangements
- Be cost conscious and spend SAVE'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.

### **3. Applicability**

For approved travel and expenditures, this policy applies to Executive Officers of the SAVE Board of Directors, Certification Board of Directors, and any other members of SAVE, specifically and explicitly authorized to travel on behalf of the organization.

### **4. Definitions**

Board Officer – an elected position within the organization

Board Member – an appointed position within the organization

CONUS – Continental United States; travel to or within the continental United States, to include travel to Alaska, Canada and Mexico

OCONUS – Outside the Continental United States; travel to locations outside the continental United States, including but not limited to, Hawaii, Europe, South and Central America, and the Middle East

Unallowable – those expenditures, specifically identified, or later determined, not subject to reimbursement by SAVE

## **5. Policy**

### **5.1 Planning**

In determining the necessity of travel expenses, Personnel shall consider the ways in which SAVE will benefit from the travel and weigh those benefits against the anticipated costs of the travel. Personnel must consider the use of collaboration tools such as teleconferencing, video teleconferencing, and online meetings as an efficient and cost-effective alternative to traveling.

### **5.2 Board Meetings**

The SAVE and Certification Boards shall hold no more than two (2) stand-alone board meetings per fiscal year, for which Personnel will be eligible for reimbursement. If members are shared between the two boards, attempts to consolidate meeting locations should be made. Board meetings shall be held in CONUS.

Meeting locations should be centrally located, easily accessible for Personnel, and cost-effective. Meeting facility and hotel accommodations shall be arranged through the Association Management Company (AMC).

The SAVE and Certification Boards may hold an additional meeting in conjunction with the annual SAVE meeting (i.e., summit, conference, symposium), for which personnel will be eligible for reimbursement. Only the incremental expenses for the additional days of the meeting are eligible (not travel to/from or costs to attend the conference).

### **5.3 Pre-Approved SAVE Events / Committee Meetings / Special Projects**

Travel expenses to attend SAVE pre-approved events, such as the Affiliates' conferences, promotional/marketing exhibits and other VM related events are eligible for 100% reimbursement up to the specifically budgeted amounts. Travel may be CONUS or OCONUS.

Travel and other expenses for committee meetings, project teams, and project meetings shall be specifically detailed and budgeted by the appropriate Board officer or member. Reimbursement shall be subject to the approved expenditures in the annual SAVE budget.

Unanticipated travel requirements may arise from time to time. Prior to making travel and other meeting related arrangements, the appropriate Board officer or member shall detail the purpose, requirements, and estimated expenses, also indicating why alternative collaboration tools would not work for the particular meeting. The proposal shall be submitted to the VP – Finance and Administration who will review and present to the SAVE Board of Directors EXEC Committee for a vote. No travel is authorized or shall be reimbursed without the documented BOD approval.

## **6. Expense Report**

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

- The individual's name.
- If reimbursement for travel is requested, 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 (i.e., people on whom money is spent in order to conduct SAVE's business).

- An itemized list of all expenses for which reimbursement is requested.
- The meeting cap or budgeted amount (per person)

## **7. Receipts**

Receipts are required for all expenditures billed directly to SAVE, such as airfare and hotel charges. No expense in excess of \$10.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report, written receipts from each vendor (not a credit card receipt or statement) 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).

## **8. General Travel Requirements**

### **8.1 Board Meeting Travel Caps (Maximum Reimbursement per Authorized Person)**

- Stand-Alone Meetings - \$700.00 CONUS
- In conjunction with Annual Conference - \$450.00 CONUS
- OCONUS travelers to the CONUS sites - \$1,000 per Meeting

### **8.2 Pre-Approved SAVE Meetings / Committee Meetings / Project Team Meetings**

- Budgeted expenditure, allotted on a per-person basis, CONUS or OCONUS

### **8.3 General**

- Cap and budgeted amounts remain subject to reasonableness and allowability restrictions highlighted herein, which could reduce the cap amount
- Only expenses not otherwise reimbursed by Personnel's employer are eligible for SAVE reimbursement

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

Individuals traveling to SAVE pre-approved events or on behalf of SAVE may incorporate personal travel or business with their organization-related trips; however, Personnel shall not arrange travel at a time that is less advantageous to or involving greater expense to 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 SAVE.

Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by SAVE. Personnel submitting receipts with family expenditures shall mark-up those receipts to identify unallowable expenditures.

### **8.5 Air Travel**

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. SAVE 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.

## 8.6 Saturday Stays

Personnel traveling on behalf of SAVE are not required to stay over Saturday nights in order to reduce the price of an airline ticket. An individual who chooses to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay ticket and the price of the lowest price available ticket that would not include a Saturday night stay. To receive reimbursement for such lodging and meal expenses, the individual must supply, along with the Expense Report, documentation of the amount of the difference between the price of the Saturday stay and non-Saturday stay airline tickets.

## 8.7 Frequent Flyer Miles and Compensation for Denied Boarding

Personnel traveling on behalf of SAVE 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.

## 8.8 Lodging

Personnel traveling on behalf of SAVE may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, Federal Travel Regulations (FTRs), the cost of staying in the city in which the hotel is located, as well as 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. "Deluxe" or "luxury" hotel rates will not be reimbursed. Resort fees will be eligible for reimbursement, if required for internet access. "Club" fees, specifically identified as such, are unallowable.

## 8.9 Out-Of-Town Meals

Personnel traveling on behalf of SAVE are reimbursed for the reasonable and actual cost of meals (including tips) subject to the FTR per diem meal allowance for the travelled location.

## 8.10 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:

- Courtesy Cars – Many hotels have courtesy cars, 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. Employees should take advantage of this free service whenever possible.
- 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. Airport shuttle or bus services are generally located near the airport's baggage claim area.
- Taxi – 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. A taxi may also be the most economical mode of transportation between an individual's home and the airport.
- Rental Cars – Car rentals are expensive so other forms of transportation should be considered when practical. Personnel may be allowed to rent a car; however, remember that all expenditures are subject to the approved travel cost cap or budgeted amounts.

#### 8.11 Personal Cars

For Personnel using their personal car for travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of Personnel using their personal cars to take a trip that would otherwise be made by air, e.g., Minneapolis to Milwaukee, mileage will be allowed at the currently approved IRS rate; however, the total mileage reimbursement allowed will not exceed the sum of the lowest available round trip coach airfare.

#### 8.12 Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on company business will be allowable for reimbursement. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of Personnel and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

#### 8.13 Business Meetings

Reasonable expenses incurred for business meetings will be reimbursed only if the expenditures are approved in advance by [designated officer or director] of SAVE and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:

- date and place of entertainment.
- nature of expense.
- names, titles and corporate affiliation of those entertained.
- a complete description of the business purpose for the activity including the specific business matter discussed.
- vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

#### 8.14 Other Expenses

Reasonable SAVE-related telephone and fax charges due to absence of Personnel from the individual's place of business are allowable for reimbursement. In addition, reasonable and necessary gratuities which are not covered under meals may be allowable for reimbursement. Finally, emergency secretarial work and/or postal charges incurred are reimbursable for the purpose of work on behalf of SAVE.

### **9. Unallowable (Non-Reimbursable) Expenditures**

SAVE maintains a strict policy that expenses in any category which 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.
- First class tickets or upgrades.
- When lodging accommodations have been arranged by SAVE and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the AMC. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Movies, liquor or bar costs.

- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- Costs of attendance at sporting events, concerts, tours, or other entertainment venues.
- Purchase of golf clubs or any other sporting equipment.
- Spa or exercise “club” charges.
- Clothing purchases.
- Business conferences and entertainment which are not approved by a [designated officer or director] of SAVE.
- Valet service.
- Car washes.
- Toiletry articles.
- 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 expenses and to make the appropriate adjustment in the reimbursement request.
- Overnight retreats.