HOBY Ohio South

Travel Policy

# Purpose

This policy is established to provide all volunteers for HOBY Ohio South with specific procedures to ensure efficiency and fiscal accountability for travel expenditures.

# Policy Details

1. General Overview
   1. HOBY Ohio South will pay for reasonable and necessary expenses incurred by volunteers for authorized travel on behalf of HOBY Ohio South.
   2. Travelers should incur the lowest reasonable travel expenses.
   3. The traveler must submit a request for reimbursement with supporting documentation within 30 days of completion of the trip to obtain reimbursement of travel expenses.
2. Preapproval
   1. Prior to any trip, travelers must obtain documented preapproval from the Corporate Board or its representatives and must make arrangements with the Corporate Board Treasurer for reimbursement and/or advances.
3. Cash Advances
   1. A cash advance may be issued to a traveler when waiting for a reimbursement would cause undue financial hardship for the traveler.
   2. Expenses associated with a cash advance must be documented by itemized receipts or equivalent documentation and must be turned into the Corporate Board Treasurer within two weeks of completion of the trip.
   3. Any cash in excess of the approved reimbursable expenses must be returned to HOBY Ohio South within 30 days of completion of the trip.
4. Reimbursements
   1. Reimbursement of documented travel expenses is based on reasonable and actual expenses supported by itemized receipts or equivalent documentation.
   2. The traveler must submit a request for reimbursement with supporting documentation within 30 days of completion of the trip to obtain reimbursement of travel expenses.
   3. Reimbursements are processed and approved using the Travel Expense Request Form (Appendix I).
5. Vacation in Conjunction with HOBY Travel
   1. Travelers incurring additional costs by taking vacation in conjunction with HOBY travel must pay for the costs of travel and other expenses with personal funds and request reimbursement for the HOBY travel costs after completion of the trip.
   2. In cases where vacation time is added to HOBY travel, any cost variance in expenses must be clearly identified and documented in the supporting documents attached to the Travel Expense Request Form.

# Procedure

The following section details travel expenses, documentation required, and any additional considerations for HOBY travel.

1. Airfare/Rail
   1. Transportation connected with HOBY travel should be purchased at the lowest reasonable coach/economy fare that meets travel needs.
   2. Economy plus, seating upgrades, or pre-boarding options will not be reimbursed.
   3. First class airfare will not be reimbursed.
   4. An itemized receipt or equivalent documentation is required.
2. Ground Transportation (e.g. car service, shuttle, subway, bus, taxi)
   1. Travelers should incur the lowest reasonable ground transportation cost that meets travel needs.
   2. An itemized receipt or equivalent documentation is required for expenditures in excess of $50. (see Miscellaneous Travel Expenses, below)
3. Personal Vehicle
   1. Mileage will be reimbursed for personal vehicles as a primary mode of transportation if the cost does not exceed the least expensive airfare. Additional expenses, including and not limited to lodging, parking, and per diem, must be considered in advance of the trip when comparing the cost of auto to airfare.
   2. Travelers may be reimbursed for use of a personal vehicle using either:
      1. the current standard mileage rate for charitable organizations provided by the IRS (note that this is different than the business travel rate), or
      2. actual expenditures such as gasoline purchase.
   3. Reimbursement at the standard mileage rate requires documentation of mileage driven, such as a Google Maps printout.
   4. Reimbursement of actual expenditures requires receipts or equivalent documentation.
4. Rental Vehicle
   1. Use of a rental vehicle as a primary mode of travel transportation is authorized only if renting a vehicle and driving is more economical than any other type of transportation. Documentation (e.g. airfare quote) is required to demonstrate cost comparison when considering vehicle rental and driving over flying.
   2. Travelers must incur the lowest reasonable vehicle rental expenses that meet travel needs.
   3. Itemized receipts or equivalent documentation for vehicle rental and gasoline purchase are required.
5. Lodging
   1. HOBY will permit payment of lodging expenses at reasonable, single occupancy, or standard business room rates.
   2. Payment must not exceed either the conference rate at the conference/convention site or twice the [federal lodging rate](http://www.gsa.gov/portal/content/104877) for the travel location.
   3. The cost of overnight lodging (room rate and tax only) will be paid if the authorized travel is 45 miles or more from the traveler’s residence.
   4. Itemized receipts or equivalent documentation are required.
6. Conference Registration Fee
   1. Business-related banquets or meals that are considered part of the conference can be paid with the registration fee or reimbursed as appropriate. These meals must be deducted from the traveler’s per diem allowance.
   2. Activities such as golf outings, sightseeing tours, spa activities, and other entertainment costs will not be paid by HOBY.
   3. The conference registration form, agenda, and an itemized receipt or equivalent documentation are required.
7. Meals/Per Diem
   1. Meal allowances are paid after completion of the trip and are paid at the lesser of actual expenditure or [per diem rates](http://www.gsa.gov/portal/content/104877) that vary by city location.
   2. Travelers may be paid at 100% of the per diem allowance for the applicable city location. In general, the per diem allowance for the first and last days of travel is up to 75% of the full per diem rate. Based on specific travel needs, the per diem allowance for the first and last days of travel can be adjusted using the applicable meal percentage (25% breakfast, 25% lunch, 50% dinner) at HOBY’s discretion.
   3. Full meal allowances while on travel will not be paid if a meal is served on the plane, included in a conference registration fee, or built into the hotel room rate. The allowance must be adjusted by deducting the appropriate meal percentage (25% breakfast, 25% lunch, 50% dinner) from the full per diem allowance for the applicable city location.
   4. Itemized receipts are required for all meals.
8. Miscellaneous Travel Expenses
   1. Miscellaneous travel expenses, excluding those travel expenses specifically noted above, considered necessary for HOBY travel (e.g. baggage fees, parking, tolls, etc.) may be reimbursed with the following requirements:
      1. Itemized receipts or equivalent documentation for each miscellaneous travel expense in excess of $50
      2. Detailed description and travel purpose must be documented for each miscellaneous travel expense of $50 or less
   2. Travelers must incur the lowest reasonable miscellaneous travel expenses that meet travel needs.

# Responsibilities

* HOBY Ohio South
  + Pay for reasonable and necessary expenses incurred by volunteer travelers for authorized travel on behalf of HOBY Ohio South
* Traveler
  + Incur the lowest reasonable travel expenses
  + Submit a request for reimbursement with supporting documentation within 30 days of completion of the trip to obtain reimbursement of travel expenses
  + Document any expenses associated with a cash advance; reconcile and substantiate such expenses within two weeks of completion of the trip
  + Return any cash in excess of the approved reimbursable expenses within 30 days of completion of the trip
  + Pay for the costs of travel with personal funds if additional costs are incurred by taking a vacation in conjunction with HOBY travel; request later reimbursement for the HOBY travel costs after completion of the trip
  + Purchase the lowest available coach/economy fare that meets travel needs
  + Follow any additional booking, insurance, or documentation requirements specified for the specific type of travel
* Corporate Board Treasurer
  + Retain all supporting documentation
  + Document exceptions to the policy after approval by the Corporate Board
  + Review and approve Travel Expense Request Form
  + Process cash advance and/or reimbursement in a timely manner
* Corporate Board
  + Approve payments for HOBY travel
  + Approve exceptions to this policy