Travel and Other Expense Reimbursement Policy

Purpose

The Board of Directors of The Special Hope Foundation recognizes that board members and staff of The Special Hope Foundation may be required to travel or incur other expenses from time to time to conduct business and to further the mission of this nonprofit 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 staff and board members. It is the policy of The Special Hope Foundation to reimburse only reasonable and necessary expenses actually incurred by staff and board members.

When incurring business expenses, The Special Hope Foundation expects staff and board members to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend 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.

Expense Report

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

- The individual’s name
- The date, origin, destination and purpose of the trip, including a description of each organization-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 The Special Hope Foundation’s business).
- An itemized list of all expenses for which reimbursement is requested.

Receipts

Receipts are required for all expenditures billed directly to The Special Hope Foundation, such as airfare and hotel charges. No expense in excess of $25 will be reimbursed to the staff or board member 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).
General Travel Requirements

**Necessity of Travel.** In determining the reasonableness and necessity of travel expenses, the staff or board member and the person authorizing the travel shall consider the ways in which The Special Hope Foundation 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 the benefits to The Special Hope Foundation 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 Special Hope Foundation may incorporate personal travel or business with their Company-related trips; however, the staff or board member shall not arrange Company travel at a time that is less advantageous to The Special Hope Foundation or involving greater expenses to The Special Hope Foundation 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 The Special Hope Foundation. Expenses associated with travel of an individual’s spouse, family or friends will not be reimbursed by The Special Hope Foundation.

**Air Travel**

**General.** Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares and not within 14 days of travel without clearance by the board president or his/her designee.

**Frequent Flyer Miles and Compensation for Denied Boarding.** Personnel traveling on behalf of The Special Hope Foundation 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. Board members are encouraged to take advantage of discount travel brokers (i.e. Expedia, Priceline) to compare airline prices prior to the purchase of a ticket.

**Lodging**

Personnel traveling on behalf of The Special Hope Foundation 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, safety, 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.

**Out-Of-Town Meals**

Personnel traveling on behalf of The Special Hope Foundation are reimbursed for the reasonable and actual costs of meals (including tips).

Ground Transportation

Employees and board members are expected to use the most economical ground transportation appropriate (and safe) 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. Staff and board members should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.

*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.

*Rental Cars.* Car rentals are expensive so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by staff or board members traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the board member and will not be reimbursed.

On-airport parking is permitted for short business trips. For extended trips, staff or board members should use off-airport facilities.

Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by the board president of The Special Hope Foundation (or his/her designee) and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:

- Date and place of entertainment
- Nature of expense
- Name, 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).

Other Expenses

Reasonable business-related telephone and fax charges due to absence of staff or board members from the individual’s place of business are reimbursable. However, staff and board members are encouraged to use personal cell phone in lieu of the hotel room phone as a means of curtailing travel expenses. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed.

Non-reimbursable Expenditures

The Special Hope Foundation 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 organization. In effect, the president reserves the right to decline any such inappropriate travel expense. Expenses that are not reimbursable include, but are not limited to:

• First class tickets or upgrades
• Any unreasonable costs incurred due to controllable circumstances
• Travel insurance
• When lodging accommodations have been arranged by The Special Hope Foundation and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by The Special Hope Foundation. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site
• Limousine/Town car travel unless warranted due to a safety issue and pre-approved by the president of the board or his/her designee
• Movies, liquor, or bar costs
• Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
• Participation in or attendance at golf, tennis, or sporting events, without the advance approval of the president of the board or his/her designee
• Purchase of golf clubs or any other sporting equipment
• Spa or exercise charges
• Clothing purchases
• Business conferences and entertainment which are not approved by a the president of The Special Hope Foundation
• Valet service
• Car washes
• Toiletry articles
• Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies board member on a trip, it is the responsibility of the board member to determine any added cost for double occupancy and related
expenses and to make the appropriate adjustment in the reimbursement request
• Overnight retreats without the prior approval of the president of the board or his/her designee