



SOROPTIMIST

Best for Women®

Founder Region

Soroptimist International of the Americas, Inc.

Travel and Expense Policy

August 11, 2019

Contents

POLICY PURPOSE, COMPLIANCE, AND REQUIREMENTS.....	3
Purpose of Policy.....	3
Expense Voucher.....	3
Receipts.....	3
Responsibility	4
Compliance	4
CASH ADVANCES.....	4
EXPENSE REPORTING REIMBURSEMENT	5
MEALS / ENTERTAINMENT.....	5
Personal Meal Expenses	5
Tipping for Meals	6
U.S. PER DIEM	6
INTERNET ACCESS	6
TRANSPORTATION	7
Obtaining Travel Authorization.....	7
Group and Meeting Travel Reservation Procedures.....	7
Personal and Spouse/Companion Travel Expenses	7
Air Travel.....	7
LODGING	8
Hotel Accommodations	8
Tipping for Hotel Services	9
Conferences/Conventions/Event Expense.....	9
GROUND TRANSPORTATION.....	10
RENTAL CARS	10
OTHER TRANSPORTATION	11
SPECIAL POLICY EXCEPTIONS	12
INTERNATIONAL EXPENSE REPORTING.....	12
NON-REIMBURSABLE EXPENSES	13

POLICY PURPOSE, COMPLIANCE, AND REQUIREMENTS

Purpose of Policy

The Board of Directors of the Founder Region, Soroptimist International of the Americas, Inc. (hereinafter referred to as “Founder Region”) recognizes that board members, officers, and authorized members of Founder Region may be required to travel or incur other expenses from time to time to conduct organizational 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) a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by members is provided. It is the policy of Founder Region to reimburse only reasonable and necessary expenses actually incurred by members. When incurring business expenses, Founder Region expects members to:

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

Expense Voucher

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Founder Region expense voucher (hereinafter referred to as “expense voucher”). The expense voucher, which shall be submitted at least monthly or within two weeks of the completion of travel, must include:

- The member’s name.
- The date, origin, destination, and purpose of the trip, including a description of each Founder Region-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 Founder Region’s business).
- An itemized list of all expenses for which reimbursement is requested.

Receipts

Original receipts are required for all expenditures billed directly to Founder Region such as airfare and hotel charges. No expense in excess of \$25.00 will be reimbursed to members unless the individual requesting reimbursement submits with the expense voucher original 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).

Additional documentation is required for the following expenses (if not contained on the receipt):

- Lodging - hotel folio (e.g. itemized bill)
- Car rental (must include daily rate, total amount and dates)
- Conference/conventions/events (attending or hosting)
- Passport and travel visa expenses (must include the business reason for travel to destination)
- Airline travel – (electronic ticket receipt with travel itinerary)

The following receipts are not acceptable:

- Restaurant tear tabs

Notes:

For expenses without receipts or other required documentation, a full justification must be documented on the expense voucher with the Missing Receipt Affidavit form attached.

Who to Call on Expense Reporting Policy Issues

Any questions, concerns, or feedback regarding this policy may be directed to the Founder Region Governor and/or the Founder Region Treasurer.

Responsibility

The member is responsible for complying with the Founder Region travel and expense policy. The individual responsible for approving the member's expense voucher is responsible for carefully scrutinizing expense vouchers for compliance.

Founder Region will reimburse members for all actual, reasonable and necessary expenses while traveling on authorized business, subject to Founder Region's travel and expense policy.

Each member is required to submit their own authorized business expenses. Founder Region is not obligated to reimburse members for expenses that do not comply with Founder Region's travel and expense policy.

Compliance

Non-compliance with the travel and expense policy may result in:

- Delay of reimbursement
- Denial of reimbursement for eligible expenses
- Possible disciplinary actions up to and including dismissal from the board or committee in accordance with Founder Region Bylaws and Procedures for abuse, fraud, or repeated non-compliance with policy guidelines.

CASH ADVANCES

Soroptimist Founder Region will not issue cash advances.

EXPENSE REPORTING REIMBURSEMENT

Reimbursement Procedures

All region board members' and committee members' expense vouchers are submitted to the Founder Region Governor. Approved reimbursements to members are processed by the Founder Region Treasurer.

Reimbursement via Region's Corporate Credit Card - Member's Responsibility

- For members using the Region's corporate credit card, Founder Region pays the corporate card provider directly for all approved reimbursable card charges applied to the expense voucher.
- Members /cardholders must ensure that the expense voucher is submitted for approval in a timely manner to ensure payment can be made on their behalf to the corporate credit card provider by the payment deadline for the approved expenses.
- Members /cardholders are responsible for reconciling their credit card statement monthly to avoid late/delinquent fees, which are non-reimbursable. (See Non-reimbursable Expenses section.)

NOTE: Members/cardholders are responsible for direct payment to the corporate card provider for expenses identified as non-reimbursable, (e.g., "movies" on a hotel folio) See other examples in the Non-reimbursable Expenses section.

Out-of-pocket Reimbursements

Out-of-pocket expenses (cash items) and those expenses charged on a personal credit card will be reimbursed via check to the member. Members are responsible for making direct payment to their credit card provider in a timely manner to avoid late/delinquent fees, which are non-reimbursable.

Timing for Expense Voucher Completion and Submission

Members using the Region's corporate credit card must file their expense vouchers no later than 14 calendar days after completion of each trip or charge(s) incurred to avoid the possibility of late charges. If there are back-to-back out of town trips, or members use their own personal credit card, a member can submit expense voucher within 30 days of return with a valid explanation.

All expenses related to a business trip must be submitted on a single expense voucher.

NOTE: Exceptions to this policy may occur for members traveling back-to-back for several weeks at a time.

MEALS / ENTERTAINMENT

Personal Meal Expenses

- Personal meals are defined as food and beverage expenses incurred by a member while traveling out-of-town with an overnight stay on Founder Region business.
- The total amount of the expense includes only the member's meal and tip expenses. Alcoholic beverages will not be reimbursed.

- Meal expenses will not be reimbursed when other meal arrangements are provided. For example, a luncheon or breakfast is included with an event.

Founder Region allows the following meal allowances with a maximum per day of \$65-\$75 depending on location as shown:

Meal Type	California	Hawaii	Guam/Saipan	Palau
Breakfast	\$15	\$15	\$16	\$20
Lunch	\$20	\$20	\$17	\$20
Dinner	\$30	\$30	\$35	\$35
Total per day	\$65	\$65	\$68	\$75

NOTE: individual meal allowances may be exceeded as long as the total per day does not exceed the maximum per day allowance.

Tipping for Meals

- Room service and restaurant meal tips included on meal receipts are reimbursable. Reimbursable tips are no more than 20% of the bill unless the restaurant has automatically calculated a specified gratuity.
- The total cost of meals, tips and room service charges must not exceed the daily maximum personal meal guidelines. Cash tips will not be reimbursed for corporate credit card transactions unless a detailed, itemized receipt is provided.
- Tips for international travel meals are only reimbursed if tipping is customary in the country being visited.

U.S. PER DIEM

Per diem is defined as a daily amount given to members for meals and other incidentals. In and of itself, per diem is not allowed. Only actual expenses with receipts are reimbursable.

INTERNET ACCESS

Oftentimes, hotels or meeting venues offer various wired or wireless internet access free, as part of the room rate or service offering. Free public Wi-Fi or Wi-Fi hotspots are also becoming more commonplace. Where reasonable and necessary, members are encouraged to use these less expensive options to connect to the internet.

Where such internet connectivity is required for business purposes, and only reasonably available for a flat fee (e.g. for a 24-hour period), the member may consider purchasing such services if dial-up internet charges would exceed that flat-fee.

Members should remember to always recognize security limitations when accessing the internet on public and wireless networks and ensure that they are functioning in such a manner that sensitive organization assets, data or information is adequately protected. Using a Virtual Private Network, (VPN) is recommended if sending sensitive data. Several free options are available to download.

TRANSPORTATION

Obtaining Travel Authorization

All trips involving air travel or at least one overnight stay must be associated with the published Region calendar or be approved in advance by the Region Governor for all business travel. A trip is necessary only if the trip objective cannot be accomplished by other means such as conference calling and the potential benefits of the trip justify the expense. Supporting documentation may be required on request to show it was the least expensive form of travel.

Group and Meeting Travel Reservation Procedures

Meeting travel or a trip that has a group of 10 or more people traveling to the same destination could potentially obtain a discount on their travel expenses. Members participating in group and/or meeting travel are required to contact the Region Governor or Region Treasurer for booking instructions.

Personal and Spouse/Companion Travel Expenses

Individuals traveling on behalf of the organization may incorporate personal travel or business with their Founder Region-related trips; however, members shall not arrange travel at a time that is less advantageous to Founder Region or involve greater expense 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 Founder Region. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by Founder Region. A spouse or other individual may accompany a member on a business trip at the member's expense.

Air Travel

- **General.** Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. Founder Region 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.
- **Saturday Stays.** Members traveling on behalf of Founder Region 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 voucher, documentation of the amount of the difference between the price of the Saturday stay and non-Saturday stay airline tickets.

- **Frequent Flyer Miles and Compensation for Denied Boarding.** Members traveling on behalf of Founder Region 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.

LODGING

Hotel Accommodations

Founder Region will pay for members shared hotel accommodations. Members traveling on behalf of Founder Region may be reimbursed at ½ of the double room rate for the reasonable cost of hotel accommodations. When the number of members attending the event is an odd number, the highest-ranking officer will be accommodated for a full room rate reimbursement (unless shared with family, and then ½ room rate applies). Members traveling with family or friends will pay the family/friend's shared cost of the hotel accommodation.

Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Members shall make use of available negotiated and group discount rates for hotels when available.

Direct Billed Hotels

Events that are set-up as direct billing are the responsibility of the Region Governor, or Founder Region Treasurer. Only room and tax may be directly billed. Incidental charges must be settled at check-out.

Hotel Cost Guidelines - Members are reimbursed for hotel costs up to the following amounts per room:

Location/Region	Hotel Dollar Limit
Hawaii	\$177
Guam	\$159
Palau	\$204
Saipan	\$161
U.S.-Domestic/Canada	\$158

NOTE: The hotel rate caps exclude taxes and other hotel fees. If the Region Governor books and/or approves a hotel rate exceeding the policy allowable amount, no further approval is required.

Additional Hotel Expenses

Members are reimbursed for reasonable hotel stay expenses according to the following guidelines:

- Laundry - only if out of town five consecutive days or more

- Food/room service, within daily personal meal limits
- In-room movies are not reimbursable (see the Non-Reimbursable Expenses section)

Tipping for Hotel Services

Tips for the following hotel services are reimbursable:

- Room Housekeeping service - up to \$2.50 per person per day
- Bellhop service - up to \$1.00 per bag
- Valet service – up to \$5.00 per trip

Conferences/Conventions/Event Expense

Attending Conference

Members approved to attend a conference/convention should book their hotel accommodations unless pre-arranged by the Founder Region Governor, or Founder Region Treasurer.

Hosting Conference Events

Events at Hotels - may be charged to a master account and paid by the Region's corporate credit card if authorized by the Founder Region Governor in advance. A printed copy of pre-approval must be included with the hotel folio.

1. Members may only charge their room and tax to the master account.
 - The hotel must agree to charge only the member's room and tax.
 - Individuals who coordinated master billing or used their Region credit card must submit an itemized hotel folio.
 - The hotel must agree to charge any other expenses incurred by a member to the member's personal credit card.
 - The expense reimbursement request for the member's other incidentals (e.g. meals, phone, etc.) must be submitted, if business-related, on the member's individual expense voucher.
2. Other charges on the master account (e.g. banquet charges, conference fees, audiovisual equipment, meeting rooms, food for conference participants, etc.) must be:
 - Itemized
 - Adequately explained as to the business purpose
 - Include a list of participants, same as the requirement for expense vouchers

Hotel Upgrades

Members may accept room upgrades to suites or executive floor rooms only if the upgrade is at no additional cost to Founder Region.

Hotel Cancellation Procedures

- Members are responsible for canceling hotel rooms and must contact the hotel directly to cancel any reservation. Cancellation deadlines are based on the local time of the property.

- Members are encouraged to request and record the cancellation number in case of billing disputes.
- Members are held responsible and will not receive reimbursement for “no-show” charges unless the charge was a result of Region business preventing the member from canceling the reservation within the hotel’s policy timeline.

Hotel Frequent Guest Programs

Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a given number of paid room nights at the hotel. Members may retain awards from such programs for personal use. However, participation in these programs must not influence hotel selection. Any membership fees associated with joining these programs are not reimbursable.

GROUND TRANSPORTATION

Members 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. Members 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.
- **Uber or Lyft:** If available could be utilized as they are normally less expensive than taxis.
- **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. Members will be allowed to rent a car while out of town provided that advance approval has been given by the Region Governor and that the cost is less than alternative methods of transportation.

Rental Cars

Rental Car Policies

- Members may rent a car at their destination when it is less expensive than other modes of transportation such as taxis, airport limousines, and airport shuttles.
- The maximum reimbursable base rate is \$50.00 per day. If the base rate is over the maximum allowance, a justification must also be provided on the expense voucher.

Rental Car Upgrades

Members must reserve the smallest size car that meets their needs, up to a full-size vehicle. Members may book a class of service one-level higher if:

- The member can be upgraded at no extra cost
- Three or more members are traveling together
- Transporting Soroptimist VIPs
- Cars in the authorized category are not available
- Transporting excess baggage, such as booth displays
- Member has a pre-approved medical reason (e.g., a driver with disabilities)

Rental Car Fuel

To reduce cost, members are encouraged to purchase fuel before returning the car to the rental agency. Do not accept the fuel option from the rental car agency.

Rental Car Insurance

Rental car insurance is included on credit card benefits and/or personal vehicle insurance coverage. Therefore, members can purchase extra insurance coverage if desired, but will not be reimbursed for insurance coverage except when:

- Coverage is outside the United States
- Coverage is needed for additional drivers
- Driver(s) under 25 years of age
- International - Members must ask if the corporate rate includes insurance when renting cars in a foreign country. If insurance is not provided, it should be purchased.

Other Transportation

Personal Car Usage Policies

Members may use their personal car for business purposes if it is:

- Less expensive than renting a car, taking a taxi or alternate transportation
- Timelier than taking public transportation
- For transporting organization goods for delivery

It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers.

Reimbursement for Personal Car Usage in the U.S. only

When using a personal automobile for business travel, members are reimbursed at a rate not to exceed the Internal Revenue Service (IRS) allowable rate for travel to and from business destinations. The current Founder Region board approved rate is \$0.35 per mile effective November 11, 2018.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by members traveling on Founder Region business will be reimbursed. The costs of parking tickets, fines, car washes, valet

service, etc., are the responsibility of the member and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, members should use off-airport facilities. FasTrak bridge crossings are reimbursable at the known bridge rate without a receipt.

SPECIAL POLICY EXCEPTIONS

While expected to be occasional in nature, in those instances where expenditures addressed in this policy do not conform to the stated policy, special exceptions made on a case-by-case basis will require the approval of the Founder Region Governor.

- Any exceptions to this policy must be documented by the member on the expense voucher.

INTERNATIONAL EXPENSE REPORTING

NOTE: All of the expense voucher policies above apply to International based members (i.e. members based outside of the United States) except where noted.

RATE OF EXCHANGE (ROE)

Expenses incurred and paid in foreign currency by the member should be converted on the voucher at an exchange rate which is supported by receipts such as:

- Credit card statement (this rate of exchange can only be used for credit card transaction)
- Receipt issued by currency exchange personnel
- Receipt issued at ATM

Members are highly encouraged to use credit cards that do not charge foreign transaction fees whenever possible.

NON-REIMBURSABLE EXPENSES

Members are not reimbursed for the following miscellaneous expenses:

- Airline club membership
- Annual fees for a personal charge or credit card
- Barbers and hairdressers
- Car washes
- Cash advance fees
- Cell phone accessories
- Childcare/Babysitting
- Clothing
- Corporate and personal credit card delinquency fees/finance charges/late fees
- Country club or private club dues
- Expenses related to vacation or personal days while on a business trip
- Golf, tennis or sporting event fees (when not part of approved entertainment)
- Health club memberships, facilities, saunas, massages
- Limousine travel
- Liquor or Bar costs
- Loss/theft of personal funds or property
- Luggage and briefcases
- Magazines, books, newspapers
- Movies (including in-flight and hotel in-house movies)
- “No show” charges for hotel or car service
- Travel or baggage insurance
- Parking or traffic tickets/fines
- Personal accident insurance
- Tips not related to meals or not customary in the country
- Personal meals if living in temporary housing
- Personal property insurance
- Pet care/boarding
- Postage costs, postcards for non-business purposes
- Professional memberships (non-business)
- Repairs due to accidents
- Routine maintenance/tune-up
- Shoeshine
- Souvenirs/personal gifts
- Spouse/companion travel
- Toiletries, such as toothpaste, toothbrush, etc.

Appendix A – Founder Region Expense Voucher

Appendix B– Missing Receipt Affidavit