

Travel and Expense Reimbursement Policy



Statement of Purpose and Responsibilities

This document establishes policies governing the reimbursement of travel, entertainment and other business expenses incurred during the conduct of Organization business.

It is the Organization's policy to reimburse employees and volunteers for ordinary, necessary and reasonable expenses when directly related to the transaction of Organization business. Employees/Volunteers are expected to exercise prudent business judgment regarding expenses covered by this Policy.

Supplier Set Up

Please complete the New Supplier Form on the BAP website [here](#) and return it to bap@bapeo.org. Contact Lisa Wicker, Manager of Chapter Services at lwicker@bapeo.org with questions. ACH is the preferred method of payment. All international payments will be made via wire transfer.

Documentation

Requests for reimbursement of business expenses must be submitted on the appropriate expense reimbursement request form.

- [Board of Directors Expense Form](#)
- [Cash Advance Form](#)

Each expense shall be separately identified. Forms shall be dated and signed by the employee/volunteer. While original receipts are recommended for all expenses submitted for reimbursement, they are required for all expenses greater than \$65. Requests for exceptions to this policy should document extenuating circumstances and be approved by the Executive Office.

Each staff member and volunteer will honor a per diem rate up to \$65 per day to cover meals.

Beta Alpha Psi complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- the amount of the expenditure;
- the time and place of the expenditure;
- the business purpose of the expenditure; and
- the names and the business relationships of individuals other than the employee for whom the expenditures were made.

Requests for reimbursement lacking complete information will be returned to the requesting employee/volunteer.

All reimbursement requests must be submitted within 30 days of travel.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted via the Beta Alpha Psi [Board of Directors Expense Reimbursement link](#).

The process for approvals is as follows:

- Executive Director will approve all expense forms.
- Director of Administration will approve all expense forms except for their own.
- The current BAP Board President will approve the expense form for the Director of Administration.

Reimbursable Expenses

The following are reimbursable expenses, as long as they are in compliance with the applicable provisions of this Policy, and are for business purposes:

- Hotel charges and related tips
- Airfare, train fare, bus fare, taxicabs, and related tips
- Meals, including tips between 15 and 20%
- Personal mileage, if using own vehicle
- Toll and parking charges
- Laundry if traveling 7 days or more

The following expenses are **not reimbursable**:

- Airline club dues
- First class airfare
- In-flight movies/refreshments

- Hotel room movies and other forms of personal entertainment
- Child care costs
- Traffic fines
- Tips in excess of 20% and/or tips in addition to pre-applied gratuity
- Alcohol, unless consumed during legitimate business-related entertainment activities
- Reimbursement for personal miles in excess of the cost of airfare to the same destination
- Reimbursement for priority boarding and seat selection
- Paid room upgrades

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Each employee and volunteer must use his/her best professional judgment in determining if an unlisted expense is reimbursable under this Policy.

Air Travel

All employees/volunteers are expected to travel coach class and are encouraged to search for the lowest available restricted but changeable fare, rather than the fully-refundable fare. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made, and no contribution recorded on behalf of the employee/volunteer for the business use of frequent flyer credits. The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). **Airfare in excess of \$750 will require prior approval submitted in writing (email) to the Executive Office. The written approval must be submitted along with all other receipts when submitting for reimbursement. If the expense form is submitted with no written prior approval, the Executive Office will only reimburse airfare up to \$750.** All flights must be booked 60 days prior to the travel event to qualify for full reimbursement. If flights are not reserved 60 days in advance, Beta Alpha Psi will reimburse up to \$750 per flight.

Lodging

Prudent judgment should be used when selecting a hotel. A single room with a private bath in a moderately priced business class hotel is the Organization's standard. For the BAP Mid-Year and Annual Meetings, all Board Members, Chapter Advocates and meeting helpers should contact the Conferences team to reserve a hotel room. The Conferences team will maintain a master list that will charge the room cost to Beta

Alpha Psi. Room incidentals will be charged to the employee/volunteer's personal credit card. For all lodging expenditures, hotel receipts must be submitted; credit card charge slips do not represent adequate supporting documentation. The Organization will not reimburse an employee/volunteer for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between an employee/volunteer and his/her spouse or partner for purposes of this Policy.

Rental Cars

It is expected that reservations will be made for a compact vehicle, depending on the type of travel. Occasionally a mid-size vehicle may be appropriate when more than one employee/volunteer will be using the vehicle. The cost of premium, luxury or four-wheel drive vehicles will be charged to the employee/volunteer renting the vehicle and reimbursement will be made at the compact or mid-sized rate as appropriate. Employees/volunteers are expected to accept "Loss Damage Waiver" coverage so that any damage to the rental car is covered with no deductible. Employees/volunteers driving rental cars for business purposes will have liability coverage under the Organization's business liability policy.

Personal Vehicles

Employees/volunteers who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Mileage will be reimbursed at the currently allowable IRS rate. Miles submitted for reimbursement should be net of any normal commuting miles. Primary insurance for employees/volunteers who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability. The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee/volunteer. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

Policy Exceptions

Generally, any exception to this policy must have prior written approval from the Executive Office. Requests for exception should document extenuating circumstances or proposed overall savings to the Organization.