

# SAMPLE VOLUNTEER EXPENSE POLICY

The following is a summary of the policies and procedures to follow when requesting reimbursement for expenses incurred while on official pre-approved society business travel.

## REPORTING

Individuals traveling on authorized society business are requested to pay their individual expenses directly and submit a travel expense report with documenting receipts attached within 30 days after completion of each trip or meeting. **Claims submitted more than 90 days after the event for which the expenses were incurred or after January 31 for expenses incurred in the prior year will not be honored.**

Travel expense forms should be submitted to the society office. They will be forwarded to the Secretary/Treasurer for approval before reimbursement is made. Failure to provide sufficient documentation for actual expenses incurred may result in the volunteer receiving a Federal Form 1099 from COA for non-employee compensation at year end.

## AUTHORIZATION

Volunteers are authorized to travel on official society business based on amounts approved in the annual budget. The Secretary/Treasurer is responsible for assuring expenses incurred on behalf of the society are within budgeted amounts. Therefore, no travel will be undertaken without the advance written approval of the Secretary/Treasurer. It is the responsibility of the committee chairperson to assure that pre-approval is obtained from the Secretary/Treasurer before any travel occurs. All travel requests should be completed at least two weeks prior to travel in order to assure adequate time for distribution and planning.

## LODGING

The society will normally make lodging arrangements for pre-approved attendees at meetings. However, should it be necessary for you to make reservations the society will reimburse for the actual cost of lodging

in the hotel's standard room. Reimbursement for lodging on the final night of a meeting will be made if it is not possible for the volunteer to reach home by 10:00 PM.

## TRANSPORTATION

### Airlines and other public carriers:

Because of the ease and convenience of online booking, volunteers are responsible for making their own transportation arrangements directly with the airline or other public carrier. Expense reimbursement is based on discounted coach airfare with a 21-day advance purchase. Once the travel is completed, you must submit the flight coupon with the travel expense report to document the travel.

### Taxi and other ground transportation at the destination:

The society will reimburse for actual charges plus standard tip of 15% for taxi or mass transit to get from the airport to the meeting facility. Your taxi receipt must be attached to the form to be reimbursed.

### Mileage

The society will reimburse for use of personal automobiles at the Internal Revenue Service (IRS) standard mileage rate which is adjusted annually. The rate for the 2011 fiscal year is 55 cents per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

### Automobile Rental

All automobile rentals must be approved by the Secretary/Treasurer prior to travel. Whenever the use of rental vehicles is approved, the society will reimburse for the cost of a standard size vehicle. Any upgrade will be paid by the volunteer.

## MEALS

The following rates are applicable to reimbursement for meals.

For travel undertaken on behalf of Society, the maximum reimbursement for meals, (excluding alcohol) will be based on the IRS Meals and Incidental Expense table [www.irs.gov](http://www.irs.gov), and reimbursement for each meal in the case of partial day travel as follows:

Breakfast	\$10 <sup>00</sup>
Lunch	\$20 <sup>00</sup>
Dinner	\$34 <sup>00</sup>

No payment will be made for meals in excess of these amounts, except as approved by the President or Secretary/Treasurer. Whenever a meal is provided as part of an event and no cost is incurred by an individual, no reimbursement will be allowed for that meal.

## OTHER EXPENSES

### Parking and tolls

The society will reimburse you for the actual cost of parking your personal vehicle at the meeting site or airport.

### Telephone

Due to the prevalent use of cell phones and the economy of associated calling plans, no reimbursement is provided for telephone calls except in the case of extraordinary circumstances, which should be documented on the travel expense report for the approval of the Secretary/Treasurer.

### Incidental Expenses

Incidental expenses, including tips for meals and transportation, laundry, cleaning and pressing of clothing, may be reimbursed, up to a total of \$6<sup>00</sup> per day.

VER form found on [www.coavision.org](http://www.coavision.org) society resource