

SUBJECT: TRAVEL AND ENTERTAINMENT POLICY		
Reviewed by: Finance Subcommittee Revised by:	Effective: 5/21/12	
	Reviewed: 3/5/12	Revised: 3/28/12
Approved by: HITE-CT Board of Directors	Page 1 of 1	
	Related to Core Policy:	

I. PURPOSE

To establish guidelines for staff to use relative to travel and entertainment reimbursement while conducting business. These costs can be related to conferences, seminars and/or business meetings.

II. PROCEDURES

BUSINESS TRAVEL

1. The following costs qualify for reimbursement as long as they are incurred while traveling for business purposes:
 - A. Lodging: Lodging at the conference site, or at a hotel identified in the conference registration materials as one of the conference hotels, is an allowable overhead cost. However, lodging costs that exceed the GSA per-diem rate must be approved in advance by the CEO.
 - B. Expenses and associated logistics for business meetings including food and room rental fees
 - C. Ground Transportation: Employees must use the most economical and reasonable means of ground transportation that satisfies the traveler's business purpose and requirements. These include and are limited to taxis, airport/hotel shuttle vans, rental car, personal car and public transportation.

Personal Cars: Reimbursement for miles traveled will be at the maximum amount allowed by the IRS. The mileage rate established by the IRS covers all gasoline, operating and maintenance costs. The use of personal cars for out-of-state travel will be reimbursed at the mileage rate or the best available airfare. The CEO must approve use of personal cars for travel in excess of 200 miles.
 - D. Employees using a personal auto for business travel must carry minimum auto liability insurance limits of \$100,000 per person/\$300,000 per accident.
 - E. Parking charges and tolls will be reimbursed. Lowest cost alternatives should be used (e.g., airport remote or valet parking). Fines for parking or traffic violations will not be reimbursed under any circumstances.
 - F. Airline charges: Every effort should be made to qualify for the lowest logical airfares by planning trips, ordering tickets in advance and allowing flexibility in arrival and departure times. Purchases of upgrades or upgrade certificates will not be reimbursed.
 - G. Registration fees: Registration fees are allowable to the extent that they involve business-related activities (e.g. seminars, conferences)
 - H. Personal Meals: The cost of meals purchased by an employee while traveling on company business is reimbursable expense. The maximum reimbursement for Employee Business Meals is equal to the GSA per-diem for meals.
 - I. Business Meals at which Company business is discussed with current or prospective customers and prospective employees are considered customer business meals and are reimbursable. The CEO must approve all business meals in advance.
2. Other Miscellaneous Reimbursable Expenses:

- A. Tips for service where no other expense is incurred, such as baggage handling, are reimbursable and should appear on the expense report in the "Other" column with an explanation.
 - B. Internet access fees are a reimbursable expense.
 - C. Personal phone calls home while away on overnight business trips, to the extent that they are of reasonable frequency and duration.
 - D. Actual cost of postage, photocopy, miscellaneous supplies or business services required during a trip.
 - E. Traveler's check fees and currency exchange fees, where applicable.
 - F. Use of hotel safes and airport lockers to safeguard equipment and personal belongings.
3. Receipts are required for all conference fees, meals, lodging, and miscellaneous conference expenses in excess of \$25.