

TRAVEL EXPENSE REIMBURSEMENT

POLICY STATEMENT

The purpose of this policy is to establish procedures for authorizing travel and reimbursement of expenses for Goodwill Industries Northwest Ohio, Inc. employees attending conferences, training, meetings, and other official business.

Employees are eligible for reimbursement of reasonable expenses incurred while on Goodwill business. The President/CEO or department supervisor can authorize travel and reimbursement of all normal and necessary expenses incurred by employees.

While attending approved functions, the burden of responsibility for sound judgment in expending Goodwill funds rests on the attending employee. Excessive spending will not be covered by Goodwill Industries.

Travel should always be arranged to serve the best interest of Goodwill Industries of Northwest Ohio, Inc. Associates should use the most direct route and the most economical transportation, taking into consideration travel time, absence from regular work schedule and other reasonable expenses incurred while on travel status. Travel reimbursement expenses must be submitted to and authorized by the appropriate Director with dated receipts attached, and must be completed following appropriate accounting procedures.

REIMBURSABLE EXPENSES

- 1) Mileage reimbursed for personal vehicles only if it's reimbursed through a grant or contract
- 2) Gasoline-when using a company or personal vehicle Goodwill will give you a gas card or credit card to replace the gallons used. You will need to turn in a receipt with details of your destinations.
- 3) Actual and reasonable meals, including reasonable tips (15%).
- 4) Toll charges, parking fees, ferry fees, bridge, road and tunnel fees.
- 5) Baggage transfer and handling, including reasonable tips.
- 6) Business telephone calls and one personal call daily (if travel requires overnight stay).
- 7) Lodging.
- 8) Registration fees, if the purpose of the travel is attendance at conferences or official meetings.
- 9) Word processing, facsimile, photocopying, and typing services for business purposes.
- 10) Ground Transportation, including reasonable tips (15%).

NON-REIMBURSABLE EXPENSES

- 1) Alcoholic beverages (these may not be included on any receipts).
- 2) Commuting between an employee's residence and assigned work location.
- 4) Late check-out and room guaranteed charges.
- 5) Laundry or dry cleaning if on travel status less than 7 consecutive days.
- 6) Parking tickets or other traffic fines.
- 7) Spouse/family travel expense unless specific approval is provided.
- 8) Tobacco products.
- 9) Towing personal automobile.
- 10) Travel insurance.
- 11) Personal gift items.
- 12) Traveler's checks.

TRAVEL REIMBURSEMENT LIMITATIONS

Air Travel

Coach class or discounted class airfare shall be used in the interest of economy. Special airfare costs for disabled persons are reimbursed for the actual cost of airfare that is the most accessible to their needs. In the event that an associate voluntarily terminates employment within 30 days of the planned travel event, and has purchased non-refundable/non-transferable tickets, the associate will be expected to reimburse the company for the cost of the airline tickets.

Lodging Allowances

Each employee is to request the lowest available rate when making reservations. Because certain hotels offer special reduced rates during training sessions and conferences, associates should request these rates when making a reservation. Special lodging costs for disabled persons are reimbursed for the actual cost of the lodging that is the most accessible to their needs.

Spouses/Dependents/Guests

Any travel with a spouse, dependent or guest must be pre-authorized by the employee's direct Supervisor or CEO. On the occasion that an employee's spouse, dependent, or guest is pre-authorized to travel with an employee, the spouse's, dependents, and/or guest's expenses are considered non-reimbursable. In addition, when traveling with a spouse, dependent or guest and lodging is required, an employee must provide written price comparisons showing no increase in lodging cost due to the additional party's lodging, or pay the difference in cost if applicable.

Personal Convenience

When travelers interrupt travel or deviate from the direct route for personal convenience or personal leave, they may be reimbursed only at the rate for uninterrupted travel by the most direct route. When travelers must use premium transportation, such as first class, for health or other medical reasons, those reasons must be affirmed in a doctor's certificate indicating how long the medical condition is expected to last. If permanent or indefinite the doctor's certification is renewed and revalidated each year.

Rental Cars

A vehicle may be rented when renting would be more advantageous to the company than means of commercial transportation, such as a taxi. Advance reservations should be made whenever possible and a compact or economy model requested.

Insurance for travelers

An employee who is traveling as a condition of the employment is considered to be performing service in the course of his/her employment at all times when on such a trip except when engaged in a deviation for a purely private or personal purpose. Eating, sleeping, and reasonable recreation are not regarded as deviations as long as those acts are reasonably necessary for living or incidental to living. Any accident or disease arising out of a hazard of these trips is regarded as arising out of employment.

Use of Personal Vehicle for Travel

If you use your personal vehicle for business travel Goodwill will pay for the gallons of gasoline used, through a credit card or gas card. A receipt will be required with destinations.

Travel to/from your normal work location is not covered. All travel during your work shift between work sites is considered business travel. Use of personal vehicle is allowed only when a company vehicle is unavailable.

EXPENSE REIMBURSEMENT PROCEDURE

It is very important that employees keep track of their reimbursable expenses and safeguard all receipts needed to support their claims for reimbursement. Receipts are required to be filed for all expenses when available, such as registration, hotel, and travel. In the event a receipt is lost, a facsimile receipt must be made which lists details of the charged expense; the employee's immediate supervisor or CEO must approve it before it is submitted to the Accounting Specialist. The form must be turned in no less than 15 days following the employees return from the trip. Use the Mileage Expense Form.