

Travel Policy

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FLORIDA CARIBBEAN STUDENTS ASSOCIATION INCORPORATED (FCSA)

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Authored by: Florida Caribbean Students Association

ARTICLE

I. Objective.

As a non-profit organization dedicated to providing a medium of interaction between Caribbean students throughout the state of Florida, FCSA, has a responsibility to be an effective steward of its assets. The objective of this Travel Policy is to further FCSA's mission by ensuring that those who travel on behalf of FCSA act responsible in incurring expenses and that FCSA complies with all applicable laws and regulations governing travel expenses.

Pursuant to the United State Internal Revenue Code (the "Code"), travel expenses are not treated as income to the traveler only if the expenses are "ordinary" (common and accepted in your field of business), "necessary" (helpful and appropriate to your business) and not "lavish or extravagant" (reasonable under the circumstances). Consistent with the requirements under the Code, FCSA will reimburse only those travel expenses incurred for an approved business purpose that are ordinary, necessary and reasonable.

The safety of individuals traveling on behalf of FCSA is of paramount importance. In the event of an emergency or in other situations where safety is a concern higher travel costs may be justified.

II. Persons Covered.

This policy covers any individual who travels on behalf of FCSA.

III. Process.

A. Prior Approval.

All travel must be approved in advance by the appropriate Reviewing Party, unless advance approval is impractical under the circumstances. For purposes of this Travel Policy, the Reviewing Party shall mean, unless otherwise indicated, the following:

- FCSA Treasurer or President.

It is the responsibility of the individual planning to travel and seeking reimbursement to obtain any necessary approval prior to travel.



B. Documentation.

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written expense report in a form prescribed by FCSA. The Request for Reimbursement form must be submitted within ten days after completing a business trip. Each traveler is responsible for preparing and submitting his or her own reimbursement report, which must include sufficient detail to identify the purpose of the expense and the services provided. An itemized original receipt must be submitted for each expense. If an original receipt is not available, the traveler may submit alternative written proof of the expense, such as a bill or canceled check.

C. Expense Report Approval.

FCSA will reimburse travel expenses only if a traveler's expense report is approved by the Reviewing Party. The Reviewing Party is responsible for reviewing the expense report to ensure that only ordinary, necessary and reasonable expenses are reimbursed. It is the traveler's responsibility to submit the approved expense report to the Treasurer.

D. Use of Corporate Debit Card.

FCSA provides a limited number of individuals with a corporate credit card to facilitate expenses. The corporate debit card may be used only for approved business travel expenses, not for personal expenses or cash withdrawals. However, in a business travel-related emergency, the debit card may be used to withdraw cash for use in handling the emergency. The traveler must document expenses paid for using the corporate debit card in the same manner as any other expenses.

E. Travel Advances.

When it is not reasonably practical to use the corporate debit card, FCSA will advance a traveler the reasonably anticipated amount of travel expenses, provided that the traveler submits an advance request approved by the Review Party at least fourteen days prior to travel. In addition, the traveler must submit an expense report for advances travel expenses in the same manner as for expenses for which reimbursement is requested. If the amount of a travel advance exceeds the amount of expenses approved for reimbursement, the traveler must reimburse FCSA in an amount equal to such excess at the time expense report is submitted.

Note: These points are adapted from Independent Sector Policy documents

IV. **Types of Expenses.**

A. Hotel.

FCSA will reimburse at the single room rate for the actual, reasonable cost of hotel accommodations of standard convenience, comfort and safety, not deluxe or luxury hotel accommodations.

B. Meals.

FCSA will reimburse for the actual, reasonable cost of meals.

C. Local Ground Transportation.

Car rentals are generally expensive and, therefore, should be used only as a last resort, taking into account the safety, convenience and cost-effectiveness of other methods of transportation. Size and type of rental cars should be appropriate to the number of people in the car and the road conditions on which it will be used. In addition to the cost of the car rental, FCSA will also reimburse the traveler for the actual, reasonable cost of tolls, parking and gas.

D. Personal Automobile.

FCSA will reimburse for use of a personal automobile for business travel. The actual, reasonable cost of tolls, parking and gas will be reimbursed.

E. Other Expenses.

FCSA will reimburse for actual, reasonable incidental costs associated with business travel, including without limitation business phone calls, faxes, photocopies, computer supplies and tips. Tips, where customary and expected, should be between fifteen and twenty percent.

