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## FINANCIAL POLICY

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<b>Title:</b>	STAFF TRAVEL POLICY		
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<b>Committee:</b>	Financial Committee	<b>Next Revision Review:</b>	March 2027
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## **Policy Statement**

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EnviroCert International, Inc. (ECI), requests staff to travel for ECI business from time to time. This policy sets forth guidelines for travel arrangements, allowable expenses, and reimbursements for ECI business travel.

### **BACKGROUND**

ECI requires staff to travel for ECI business and this policy provides guidelines for reimbursing out-of-pocket expenses.

### **PURPOSE**

To provide guidance on travel and acceptable expenses for ECI.

### **APPLICABILITY**

This policy applies to all ECI staff.

### **DEFINITIONS**

Staff – any employee traveling on behalf of an approved ECI event or undertaking where express approval have been given by the BOD, Executive Director, or approved Committee.

### **RESPONSIBILITY**

ECI Staff:

- Make travel arrangements.
- Submit to Accounting, a completed and signed ECI Reimbursement Form, FN-301.01. If the staff person uses an ECI credit card, they must submit a Credit Card Transactions Form. All receipts must be included.

### **HISTORY**

ECI has had staff travel to functions and activities in the past. Reimbursement has been provided, but not using a consistent and standard set of procedure. The BOD and Executive Director have undertaken this policy to ensure a consistent policy for staff reimbursement.

## UPDATES

This policy shall be reviewed by the Financial Committee every year if necessary.

## WEBSITE

[www.EnviroCert.org](http://www.EnviroCert.org)

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## Procedures

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- Travel General
  - ECI staff travel shall be via the most economical means possible.
  - If travel is 200 miles or less, staff are requested to travel by automobile if at all possible.
  - Parking fees and tolls will be reimbursed.
  
- Travel Airfare
  - Airline flights shall be booked at the lowest fare (non-refundable as applicable), economy or coach, for domestic or international flights up to 8 hours.
  - Any upgrades must be approved by the Executive Director prior to purchase.
  - Regional flights, which result in total flight expenses over \$250.00, shall be approved by ECI prior to purchase.
  - GoGo Inflight or other wireless expenses will be paid for by ECI for flights over two (2) hours in scheduled duration.
  - If a privately-owned airplane is used, volunteers shall be reimbursed at the standard Federal rate (January 1, 2018 rate of \$1.21 per mile).
  
- Travel Train
  - Train travel shall be booked at coach class. Any upgrades must be approved by the Executive Director prior to purchase.
  
- Travel Bus
  - Bus travel shall be booked at coach class. Any upgrades must be approved by the Executive Director prior to purchase.

- Travel Privately Owned Automobile or Motorcycle
  - Staff shall be reimbursed at the standard federal rate (January 1, 2018 rate of \$0.54.5 per mile for automobile and \$0.51.5 per mile for motorcycle).
- Travel Rental Automobiles
  - Rental cars shall be booked at either compact or standard class. Any upgrades (i.e. full size or SUV) must be approved by the Executive Director prior to reservation.
  - Staff are encouraged to purchase collision damage waivers and loss damage waivers when renting. In renting the car, this Policy establishes that all staff are responsible for any damages, regardless of cause and responsibility and expressly agree to indemnify ECI in the event of an accident including direct or third-party liabilities, damages, suits, medical expenses, and related remedies.
- Travel Public Transportation
  - Use of public transportation (taxi, light rail, subway, and local buses) is encouraged if cost effective and practical.
  - Staff will be reimbursed the cost of fares and tips up to ten percent (10%).
- Lodging
  - Lodging per diem shall be up to \$150.00 per day, plus local taxes.
  - ECI recognizes that some geographic areas will encounter higher rates. Therefore, lodging expenses exceeding the daily lodging per diem shall be approved by the ECI prior to making a reservation.
- Meals and Incidental expenses
  - Meal and incidental expenses per diem shall be \$75.00 per day, including taxes and tips.
  - The meal and incidental per diem may be used in any manner as long as the total for all meals and incidental expenses do not exceed the daily total.
  - Any expenses exceeding the daily meal and incidental per diem shall not be submitted unless approved by the Executive Director.
  - ECI recognizes that some geographic areas will encounter higher rates. Therefore, meal and incidental expenses exceeding the daily per diem shall be approved by ECI prior travel.
- ECI staff shall complete and submit the appropriate forms and receipts to Accounting, either for reimbursement or ECI credit card expenditures, within two (2) business days upon return of ECI business travel.

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## Related Documents

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### ECI Documents:

ECI Reimbursement Form, FN-302.01  
In-House Credit Card Transactions Form

### Other Documents:

N/A

### Related Links:

N/A

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## Appendix

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N/A