UWNEK Business Expense Reimbursement

Adopted: November 2020

**INTRODUCTION**

UWNEK will treat every employee with respect and promote an atmosphere that fosters trust and accountability, empowerment and clear communication. This extends to investing personal responsibility and trust to individuals when it extends privileges to expend resources in furtherance of the organization’s mission. These resources may be the funds and property of the UWNEK or their own, expended with expectation of reimbursement by the UWNEK It is expected that all employees will act in the best interest of the UWNEK when exercising those privileges, spending all such assets as if they were their own.

**PURPOSE**

This policy defines the terms and procedures by which employees will be reimbursed when they have spent their own personal money or utilized their own personal property to further the mission and interests of UWNEK.

**GENERAL**

Because, ultimately, UWNEK will claim these reimbursements as part of its business operating expenses for tax purposes, requests for reimbursement must include the information the IRS will require for UWNEK to document:

* The amount of the expense
* The time/date and place for the expense; and
* The business purpose for the expense

Reimbursement payments from UWNEK will be in compliance with all federal guidelines for business expenses unless specifically stipulated otherwise in writing by the Executive Director.

**RESPONSIBILITIES**

The Board of Directors allocates resources to support the activities, programs, etc. the UWNEK will conduct. The Executive Director assigns tasks and authorizes specific expenditures as the project proceeds to completion, distributing resources as appropriate to stay within the allocation guidance provided by the Board. Individual staff members, Board members and volunteers will execute the tasks to complete the project in accordance with the Executive Director’s guidance, expending resources not to exceed the amount allocated by the Executive Director.

**REIMBURSEMENT FOR UWNEK BUSINESS TRAVEL EXPENSES**

Individuals expending their personal resources may request reimbursement as described below. The Executive Director will approve/disapprove/amend such requests and direct the staff to pay reimbursements as appropriate. Exceptions to these guidelines require the prior approval of the Executive Director.

**TRANSPORTATION**

UWNEK staff members are expected to utilize the least expensive, reasonable method of transportation and the most direct route when travelling by automobile. Reimbursement will be approved at the lowest of (1) miles at the current IRS-recognized rate; or (2) rental car rates; or (3) coach/tourist airfare regardless of the method of travel actually utilized.

**AIR TRANSPORTATION**

Air transportation must be approved in advance by the Executive Director and will be reimbursed at the coach/tourist airfare rate. Request for approval of air travel must include the estimate of either rental car or taxi fares for in/around transportation at the destination.

**AUTOMOBILE TRANSPORTATION**

Travel for UWNEK business by private automobile outside a fifty-mile radius of Ashland must be approved by the Executive Director. Requests for reimbursement are subject to the following guidelines:

1. Odometer readings are an acceptable method of tracking business miles. Odometer readings should be maintained in a mileage log that indicates date, point of departure, starting mileage, point of destination and ending mileage. Mileage submitted will be randomly verified against official/objective mileage resources such as automated mapping software, published maps/charts, etc. Variances between actual mileage driven and official sources should be noted on the log prior to submission for payment for clarification purposes.
2. UWNEK business travel mileage will be reimbursed at the IRS federally recognized rate per mile. See the Standard Mileage Rates table at www. <https://www.irs.gov/tax-professionals/standard-mileage-rates>. The Standard Mileage Rates are adjusted and re-published annually and may change within a tax year. For reimbursement, UWNEK will refer to the rate in effect at the dates of travel.
3. Consistent with IRS regulations, UWNEK will not reimburse for travel between an UWNEK traveler’s home/residence and primary work site within the radius of the employee’s “Tax Home” (50 miles).
4. Verification of automotive insurance and valid driver’s license for UWNEK employees will be kept on file in the UWNEK office. This data ahold be updated whenever individual coverage changes. Board members and volunteers are responsible to have current license and insurance documents in their possession when utilizing their personal automobile(s) in support to UWNEK business.

**PARKING**

1. Parking fee receipts are required to document requests for reimbursement for parking.
2. When parking meters are used and no receipt is provided, reimbursement is not to exceed prevailing rate for the specific geographic location.

**MEALS**

Meals consumed in the normal course of the business day are not reimbursable. Meals consumed in the course of business travel may be reimbursed, as specified here:

1. UWNEK will reimburse meals ONLY if one of the following applies:
   1. The traveler is actively conducting UWNEK business during the meal.
   2. The traveler is outside the “Tax Home” (50-mile radius), AND the traveler’s normal mealtime/type is significantly altered.
   3. The traveler’s meal occurred in the course of an approved overnight stay.
2. UWNEK will reimburse actual meal expenses.
   1. Requests for reimbursement are expected to be consistent with the guidelines for federal employee travel (<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=KY&fiscal_year=2021&zip=&city=Louisville>).
   2. Requests for reimbursement greater than these guidelines require justification, relating the cost to the business purpose of the trip/meal and may be disapproved, in which case the traveler assumes personal responsibility for the excess amount.
   3. Original documentation (receipt/invoice) must be provided for each meal for which reimbursement is requested. Receipts should identify the location, date, amount, persons in the party, the amount of the tip/service charge and the business reason for the meal/meeting.
3. Where meals are provided as part of a conference agenda, UWNEK will reimburse the actual cost incurred. Requests for reimbursement of such conferences must provide documentation that meals are included (conference agenda, registration form, etc.).
4. Where meals are provided and charged for as part of a conference agenda, alternate meals will not be reimbursed.

**ACCOMODATIONS**

Reimbursement for overnight accommodations will be limited as follows:

1. Will only be reimbursed if the traveler is conducting business substantially beyond normal business hours, AND sleep/rest is required to meet work demands, OR the traveler is conducting business far enough away from the tax home to reasonably prohibit the traveler’s return before the end of the day (12:00 midnight).
2. All overnight accommodation expenses require advance senior UWNEK administration (Executive Director or Board President or Finance Committee Chairperson) approval. If internet/wi-fi access is required, UWNEK will reimburse at the rate charged by the lodging facility (ensure that the lodging receipt shows this charge).
3. Overnight accommodations should be selected with discretion and reimbursement will be limited to the IRS established rate for the specific geographical location unless approved in advance by senior UWNEK administration. For reference, travelers should refer to the General Services Administration “Per Diem Rates Lookup” webpage (<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/>).
4. Where accommodations are provided as part of a conference agenda, UWNEK will reimburse the actual cost incurred, contingent upon supply of appropriate documentation (conference agenda, registration form, etc.).
5. When accommodations are provided/charged as part of a conference agenda, UWNEK will not reimburse alternate accommodations.