



BOARD OF DIRECTORS TRAVEL POLICY

Approved by the Board of Directors November 14, 2020

Article I: Introduction

I. Overview

- A. It is the policy of SSCCC to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the organization.
- B. SSCCC strongly encourages use of travel discounts when making travel arrangements.
- C. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety.
- D. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources.
- E. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.
- F. Business travel policies are aligned with organization reimbursement rules. All business-related travel paid with SSCCC funds must comply with organization expenditure policies.

II. Authorization and Responsibility

- A. Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements.
- B. Within 30 days of completion of a trip, the traveler must submit a SSCCC Reimbursement form and supporting documentation to obtain reimbursement of expenses.
- C. An individual may not approve his or her own travel or reimbursement. The SSCCC Reimbursement form must be signed by the traveler and approved by the President.
- D. Travel and reimbursement for members will be reviewed annually by an internal auditor.
- E. Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

- F. Travelers are responsible for repayment for all canceled travel and lodging that SSCCC incurs charges on.
- G. If the traveler intends to cancel travel or lodging, the traveler must give a 14 business days notice prior to travel or lodging date to the President.

III. Personal Funds

- A. Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable.
- B. SSCCC reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.
- C. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Article II: Travel Expenses and Procedures

I. General Information

- A. Authorized business travel for staff that includes prepayments must be pre-approved.
- B. Reimbursement of parking, mileage, gasoline in lieu of mileage and ferry or bus passes do not require requests if they are under \$10.
- C. Requests for reimbursement of expenses over \$10 are to be submitted on a SSCCC Reimbursement form.

II. Permissible Prepaid Travel Expenses

- A. Before the travel, SSCCC may issue prepayments for airfare, rail transportation, rental vehicles, and conference registration fees. Applicable policies and methods of payments for these prepayments follow.
 - 1. Airfare
 - a) Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare may be prepaid by the SSCCC.
 - b) Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing.
 - c) Coach class or economy tickets must be purchased for domestic or international flights. A higher-priced coach

ticket cannot be purchased for a subsequent upgrade in seating.

- d) A less-than-first-class ticket (i.e., business class) may be purchased at SSCCC's discretion for domestic or international flights.
 - e) First-class tickets are not reimbursable.
- 2. Rail Transportation
 - a) SSCCC will prepay rail transportation provided that the cost does not exceed the cost of the least expensive airfare.
 - 3. Rental Vehicles
 - a) SSCCC will pay for approved use of a rental vehicle.
 - 4. Conference Registration Fees
 - a) Conference registration fees can be prepaid with a credit card or check through SSCCC.
 - b) Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's per diem allowance.

III. Reimbursements

- A. Requests for reimbursements of travel-related expenses are submitted on a SSCCC Reimbursement form.
 - 1. This form must be accompanied by supporting documentation.
 - 2. These forms must be submitted to the SSCCCAccountsPayable@foundationccc.org, VPF@studentsenateccc.org, and President@studentsenateccc.org within 30 days after the trip is completed.
 - a) SSCCC Reimbursement forms not submitted within this time frame require exception approval from the President.
- B. Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by SSCCC are shown below.
 - 1. Airfare
 - a) If the airfare was not prepaid by SSCCC, an original itemized airline receipt, an e-ticket receipt/statement or

an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

- b) Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs.
 - c) Travelers are encouraged to book flights at least 30 days in advance to avoid premium pricing.
 - d) Coach class or economy tickets must be purchased for domestic or international flights. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.
 - e) A less-than-first-class ticket (i.e., business class) may be purchased at SSCCC's discretion for domestic or international flights.
 - f) First-class tickets are not reimbursable.
2. Rail Transportation
- a) SSCCC will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.
 - b) If rail transportation was not prepaid by SSCCC, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.
3. Automobile (personally owned—domestic travel)
- a) A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed.
 - b) Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.
 - c) Reimbursement for use of a personal automobile is based on the IRS mileage rate. As of January 1, 2019 the rate is \$0.58 per mile. This mileage rate changes annually.
 - d) The SSCCC Reimbursement form is required for reimbursement for all vehicle-related expenses.
 - e) Use Google Maps and include both the initial trip and the return trip. Attach a screenshot of the trip from Google Maps.

- f) Submit all documents including receipts and mileage in PDF format with each document in a separate PDF.
4. Automobile (rental—domestic travel)
- a) Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible.
 - b) Vehicle rental at a destination city is reimbursable.
 - c) SSCCC authorizes reimbursement for the most economic vehicle available.
 - d) In certain circumstances larger vehicles may be rented. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost.
 - e) Drivers must adhere to the rental requirements, and restrictions must be followed.
 - f) When vehicle rentals are necessary, SSCCC encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. SSCCC will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.
 - g) Drivers should be aware of the extent of a coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.
 - h) Parking fees, tolls, and other incidental costs associated with the vehicle use are not covered by the rental agreement.
 - i) Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.
 - j) Original receipts are required.
5. Conference Registration Fees
- a) If the conference fee was not prepaid, SSCCC will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or

documentation that the amount was paid is required for reimbursement.

- b) A prorated amount for the meals provided must be deducted from the traveler's per diem.
 - c) Registration fees paid directly by an individual will not be reimbursed until the conference is completed.
6. Lodging (commercial)
- a) The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home or primary worksite.
 - b) Exceptions to this restriction may be approved in writing by the President.
 - c) SSCCC will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.
 - d) Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.
7. Meals (per diem)
- a) SSCCC per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. Incidental expenses, unless specifically cited in this policy, will not be reimbursed.
 - b) Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.
 - c) If a free meal is served on the plane, included in a conference registration fee, built in to the standard, single hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed.
 - d) Receipts are required for per diem allowances. Per diem allowances are reimbursed after the trip is completed.

8. Parking
 - a) Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.
 - b) Parking tickets will be the responsibility of the traveler.
9. Tolls
 - a) Original receipts are required for tolls.
 - b) Toll evasion will be the responsibility of the traveler.
10. Miscellaneous Transportation
 - a) Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation.

IV. Non-Reimbursable Travel Expenses

A. The following items that may be associated with business travel will not be reimbursed by SSCCC:

1. Airline club memberships.
2. Airline upgrades.
3. Business class for domestic flights or first class for all flights.
4. Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
5. Commuting between home and the primary work location.
6. Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
7. Evening or formal wear expenses.
8. Haircuts and personal grooming.
9. Laundry and dry cleaning.
10. Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
11. Travel accident insurance premiums or purchase of additional travel insurance.
12. Other expenses not directly related to the business.

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