

## **CABE TRAVEL AND EXPENSE REIMBURSEMENT POLICY AND GUIDELINES**

*(Revised 7/15/14)*

### **TRAVEL and BUSINESS EXPENSES:**

All travel and business expenses must be authorized prior to making arrangements by the CEO or Board officers responsible for specific budgets. CABE will cover travel costs only for staff, board members, or consultants under contract. If staff, board members or consultants are accompanied by family or friends, their costs must be covered by the individual, not by CABE.

### **HOTEL ACCOMMODATIONS**

Hotel accommodations must have prior approval before making reservations. CABE will only reimburse room rate and tax. All incidentals (i.e. internet, phone, or movies) will be the guest's responsibility. Whenever possible, please use self-parking rather than valet parking. Original receipt is required for reimbursement. Any hotel room rate over \$220/night must be pre-approved.

### **MEALS**

Group meals, entertainment, and group activities must have prior approval before making reservations or arrangements. The original receipt must be provided for group meals, entertainment, and other activities (such as a shared taxi). The name and title of each person present, topic(s) discussed and purpose of the meeting must be indicated on the receipt. Alcoholic drinks will not be reimbursed. Meals are reimbursed as follows:

Breakfast \$10.00                      Lunch \$10.00              Dinner \$25.00              OR per Diem at \$45.00.  
Lunch is not reimbursed for 1-day trips of eight or fewer hours.

### **TRAVEL ARRANGEMENTS**

Travel arrangements should be made early to receive the best discounted and lowest rates. If you make flights through discount websites, please make sure the airline ticket is refundable in case of cancellation. CABE will not reimburse for First/Business Class. CABE will not reimburse for any "change fees", "no show fees", "cancellation charges", "upgrades" or "checked luggage/baggage fees" unless approved by the CEO. Any airline round-trip tickets \$400 and above must be pre-approved.

### **MILEAGE**

Mileage reimbursement will be reimbursed at the rate of \$0.56 per mile (*effective July 1, 2014*). A print out of driving mileage to and from destination can be used from websites such as Yahoo, MapQuest and must be attached to reimbursement form. Rental car mileage is not reimbursed. Please note when using a private vehicle, the driver must have a valid California driver's license and must carry automobile insurance in accordance with California Vehicle Code Section 16020-16033.

### **RECEIPTS**

Original receipts are required for all expenditures greater than \$5.00. The receipt should indicate what was purchased, when, where, and from whom. In the case of incidental supplies, the receipt should also indicate the project or activity. If a receipt is not issued or lost, an affidavit must be completed and signed.

7/22/2014