Expense Report and Travel Policy

Expense Reports

1. Employees will be reimbursed for expenditures within ten (10) days of presentation of appropriate documentation.
2. Employees will complete the expense reports at least monthly and submit the check request, attaching the supporting document into Blackbaud for approval. The annual expense/mileage claim form is to be used for documentation purposes.
3. Original receipts and appropriate documentation are required for all expenses to be reimbursed.
4. Once submitted, the appropriate Supervisor will approve or reject the request in Blackbaud.

Travel

1. Employees will be reimbursed for mileage when required for their specific job duties or training. Mileage will be reimbursed at the IRS rate for the distance traveled. If the employee begins or ends their travel from home the reimbursement will be less the distance from the employee's residence to the employee's main work location for each direction traveled.
2. The appropriate Supervisor, CEO/Executive Director or CFO/Head of School must pre-approve all out-of-town travel.
3. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by a Supervisor, CEO/Executive Director or CFO/Head of School and the event is more than 50 miles from either the employee's residence or OF. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered. Employees will be reimbursed their actual costs up to the established federal per diem rate for the city in which they are traveling for any breakfast, lunch, or dinner that is not included as part of the related event. (www.GSA.gov/travel/plan-book/per-diem-rates) Amounts above and beyond the per diem rate may be approved by the CEO/Executive Director or CFO/Head of School
4. Travel advances require written approval from the CFO/Head of School.
5. After the trip, the employee must enter all appropriate expenditure information on an employee expense report and submit the request, attaching the supporting document into Blackbaud for approval by the appropriate Supervisor. The annual expense/mileage claim form is to be used for documentation purposes.
6. If the cash advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check or money order.
7. If the cash advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report procedures.

I understand the company expense report and travel policy and agree to the terms as stated.

Employee Name: _____

Signature: _____ Date: _____