

Azusa StreetRiders Travel and Expense Policy

General Statement

This document establishes policies and procedures for the reimbursement of travel and entertainment expenses incurred during the conduct of outreach and other approved travel for a Board Member of the Azusa StreetRiders.

Key Compliance items that must be followed for reimbursement:

ASR Board Members desiring reimbursements will submit requests outlining expected expenses and estimated dollar amounts for travel to the Travel Advisory Board prior to travel and must have the request approved by 2 of the 3 members of the Board in order to get reimbursed for actual expenses. The purpose of the trip must be for outreach or for meetings requiring the Board Members attendance in order to be eligible for reimbursement. Board Members are responsible for accurately reviewing and submitting expense reports in a timely manner. Reimbursements will only occur if pre-approved by the Travel Advisory Board, funds are available in the travel funds, and reimbursement requests are submitted within 30 day of completion of travel. Reimbursements will not be paid out of other existing Azusa StreetRiders funds. No reimbursements will be made for attendance at ASR National Rallies.

Eligible reimbursement expenses:

Air Transportation

Board Members should submit the request for air travel as far in advance as possible to get discounted rates. Tickets must be purchased through the lowest priced air carrier that provides service within the time frame required for travel and a minimal amount of transfers. If the purchase price of the ticket is more than 20% above the approved amount at the time of booking, notification to the Travel Advisory Board for additional approval is required.

Car rentals

All car rental reservations must be booked through the lowest priced rental company available at the destination and a low priced car option must be used. Additional insurance and other options are not eligible for reimbursement.

Lodging

Hotel selection should be based on a combination of location and lowest cost. Where possible, use the recommendation from the person you are visiting to take advantage of a pre-negotiated rate and to make sure that it is a reasonable quality hotel.

Meals & Entertainment

Meal expenses incurred by the traveler when dining alone are not eligible for reimbursement. Meals taken with prospective members or other people associated with the travel are eligible for reimbursement provided they are submitted in the request for travel reimbursement form prior to travel. The selection of restaurants should be based on the combination of the guest's preference and cost.

Documentation & IRS Requirements

An original receipt must be submitted for all expenses within 30 days of trip completion. When submitting a meal and entertainment expense, the IRS requires the following documentation, which should be entered in the Azusa StreetRiders Expense Report:

- Names of individuals present, their titles and company/church name
- Name and location of where the meal or event took place
- Exact amount and date of expense corresponding to the receipt submitted for reimbursement
- Specific business/ministry topic discussed