



Sacramento Valley Association of Building Officials

Travel and Expense Reimbursement Guidelines

INTENT:

The purpose of this policy is to establish guidelines concerning expenditures by SVABO members traveling on SVABO related business.

POLICY:

Upon gaining board approval, reasonable, necessary and proper expenditures incurred by a SVABO member in the course of conducting SVABO business will be reimbursed as long as the expenditure complies with the following guidelines. When traveling on SVABO related business, you need to consider the following:

- Act responsibly and prudent in your spending behavior
- Proactively monitor the cost of your expenditures within your approved budget

Travel arrangements should be made using the most cost effective and efficient means available.

In all cases, if a SVABO member chooses to use an alternative form of travel or lodging that is higher in cost than other methods, the SVABO member is responsible for the difference in cost. For example, if a SVABO member chooses to drive rather than fly and the cost to do so is significantly higher, SVABO will only reimburse up to the most effective means of transportation. Any exceptions to this should be approved by the President or Vice-President.

Request for reimbursement is to be made using the SVABO Disbursement Request form. It is essential that you submit the proper documentation and reason for expense reimbursement including the resource group to which the expenditure should be charged.

EXPENSE REIMBURSEMENT:

SVABO will not reimburse expenses for which reimbursement is being requested more than 45 days subsequent to the date of the actual expense. Due to the generally small physical size and often-crumpled nature of original receipts, the risk of such documents being lost or misplaced is high. As such, it is necessary that all small original receipts be taped to an 8 ½" x 11" piece of paper and submitted via mail to:

SVABO
1215 K street, Suite 2290
Sacramento, CA 95814
916-451-9093 phone
916-231-2141 fax

SVABO member must state on the receipt page their name and the address that the expense check should be mailed to. Once SVABO has received the original receipts for expenses, the expenses will be reimbursed. This typically occurs within 30 days of receipt by the SVABO office.

EXCEPTIONS TO GUIDELINES:

All exceptions to guidelines, for example, exceeded dollar limits, use of an alternate form of transportation, or for reimbursement for an airline ticket, must be justified and approved by the President or Vice-President. Undocumented exceptions will not be reimbursed.

AIR TRAVEL:

Flight reservations should be made using the least expensive class of service (coach or economy) and the most direct and cost-effective routes. Airlines selected for travel must be based on the lowest fare available. When you exchange tickets, or when the fare is reduced through rerouting, all refunds are due to SVABO. If you change your itinerary during the trip, causing the ticket to be reissued, you are responsible for any additional costs incurred.

In all cases, you must attach the original airline receipt (the last page of your ticket or E-ticket) to your Expense Report for both used and unused tickets. You will also be responsible for any charges for lodging, meals, rental cars, or other expenses incurred outside the time frame of your SVABO related activities.

LODGING:

Lodging arrangements should be at a safe and secure hotel, however, the hotel and room should be the least expensive room available. Charges for no-shows on guaranteed hotel rooms are not reimbursable. You should deduct personal and non-reimbursable charges from your expense report.

Charges that will **not** be covered by SVABO such as but not limited to are as follows:

- ✓ Personal Phone calls
- ✓ Personal Internet charges
- ✓ Personal Laundry charges
- ✓ Personal entertainment
- ✓ In-room movies

MEALS AND INCIDENTALS:

SVABO will reimburse reasonable meal expenses incurred during SVABO business related travel that require the SVABO member to be away from home overnight. Expenses will be reimbursed for meals in accordance with current Federal per diem guidelines. **These are reimbursement amounts, not a per diem rate.**

A register receipt or a copy of the meal check should be submitted including the credit card receipts, if any.

GROUND TRAVEL:

SVABO will discuss in advance if a rental car or taxi/shuttle service from the airport to the hotel is necessary. In both cases the SVABO member traveling will be expected to pay up front and will be reimbursed once the **original receipt has been submitted.**

A rental car may be used for transportation to and from a business destination when the cost of the rental car is less expensive than the cost of round-trip airfare or the mileage charge to be incurred by SVABO for use of personal autos. When it is necessary to rent a car, you should make every effort to re-fuel the rental vehicle prior to returning it. Rental car receipts and gas receipts are required for reimbursement. SVABO will not reimburse members for personal use of a rental car. A compact or intermediate-sized

car is recommended unless more than four members are traveling together.

Other charges that will be covered for reimbursement with the submission of the original receipt are as follows:

- ✓ Tolls
- ✓ Parking
- ✓ Mileage (current IRS rate per mile) for use of personal vehicle if over 60 miles one way.
- ✓ Gas for re-fueling rental car

PERSONAL CAR USE:

We will reimburse you at the current IRS rate, for using your personal car while traveling to conduct SVABO related business. You will not be reimbursed for fuel in addition to miles. You must, have bodily injury liability insurance coverage of at least \$100,000 per person, \$300,000 per occurrence, property damage insurance coverage of a minimum of \$50,000 and maximum deductibles of \$1,000 for collision and comprehensive.

LOCAL TRANSPORTATION:

SVABO members should select the most economical method of local business travel. Taxi or shuttle services should be used to get to and from the hotel when it is more economical than the above alternatives. The maximum allowable 24-hour period expense for airport parking is \$20. Long-term parking lots should be used for any air travel in excess of 24 hours.

NON-REIMBURSABLE EXPENSES:

We will not reimburse you for the following expenses:

Barber/hairdresser, shoeshine, air travel guides, personal entertainment, insurance on personal property, travel insurance, personal phone calls, air-phone charges, cost and annual dues of personal credit cards, purchase of clothing, toiletries, or software, loss of plane tickets, hotel no-show charges, fines, parking tickets or traffic violations, damage to your car, costs associated with personal side trips, kennels, newspapers or books, differentials on direct flights during business hours, in-room movies, house-sitting, baby-sitting or day care fees, car washes, lost personal items or luggage, spouse travel, gifts, film development (unless for business purpose), loss of travel advances or personal funds, in-flight alcoholic beverages, airline club fees, health club usage, barbers and hairdressers, in-room bar charges, or auto repair and maintenance.

QUESTIONS OR CONCERNS:

If you have any questions about the Travel and Expense Reimbursement Guidelines, please call the SVABO Treasurer or the SVABO President.

Sign and acknowledge receipt of guidelines,

Signature

Date

Print