SOUTH DAKOTA ASSOCIATION OF THE DEAF
TRAVEL AND
REIMBURSEMENT POLICY

1. PURPOSE

The purpose of this Travel and Reimbursement Policy is to help establish consistent, reasonable and accountable standards and guidelines for SDAD Board Members and members who travel and incur expenses on behalf of SD Association of the Deaf, Inc. (hereafter referenced as "SDAD", as well as for those individuals who arrange and/or authorize such travel and expenses. Policies and guidelines are necessary for SDAD cost control as well as to meet federal tax requirements, and to help justify reimbursable expenses incurred with customers and business partners. Any Reference to "Executive Committee" contained herein refers to the Board Officers (President, Vice President, Secretary and Treasurer).

SDAD's Travel and Expense Policy (T&E Policy) is applicable to all Board Members, members and to non-members (external visitors, consultants, contract labor, etc.) who require reimbursement by SDAD and pertains to travel and related expenses incurred, when carrying out SDAD's business. The intent of the policy is that board members and members treat SDAD's expenses as if it was their own money and make reasonable and prudent decisions (Good Judgment). No policy can cover every possible circumstance, to that end, SDAD reserves the right to evaluate expenses incurred under the "Good Judgment" rule, in order to determine whether or not SDAD should reimburse. All decisions by SDAD Executive Committee are final.

2. POLICY

It is SDAD's policy and philosophy that SDAD Board Members and members incur prudent expenditures necessary to conduct the business at hand in a reasonable manner, and that any business-related expenses will be promptly reimbursed. Expenses should be reasonable and appropriate, and should be respectful of SDAD's financial position and resources. SDAD Board Members and members are expected to use good judgment when incurring business expenses and follow the guidelines contained in this document. Expense reporting and reimbursement is not to supplement personal income.

2.1 SDAD reserves the right to refuse reimbursement for any expense deemed excessive or unnecessary. It is important for all travelers who will be incurring expenses in the conduct of business, to recognize that there are acceptable charges for hotel, car rental, and meal expenditure, as well as air and ground travel. SDAD is very much aware that there are differences in cost from region to region; however, good judgment and common sense must prevail. Simply put, when planning your business travel, think of it as if you were "spending your own money."

2.2 Direct billing to SDAD is not permitted for expenses. All reimbursable business expenses are to be submitted through SDAD Treasurer.

2.3 Any individual submitting a fraudulent expense report will be subject to disciplinary action. Regardless of who prepares and enters the expense report, the individual reporting the expenses should review the report for accuracy and is responsible for the data submitted.

3. EXPENSE SUBMISSION AND REIMBURSEMENT

Board Members and members are responsible for reporting reimbursable business expenses promptly and correctly. SDAD President and Treasurer must approve the board members' and members' expenses. The Treasurer must approve the President's expenses and the President must approve the Treasurer's expenses.

3.1. An expense report should be compiled within 14 days after conclusion of business travel.

3.2 Expense reports must be submitted via electronic mail or snail mail with all receipts and documentation attached. Itemized detailed receipts (not just credit card slips or summary receipts) must be submitted for all expenses with the exception of mileage, tolls, and tips. In the event that receipts are missing, lost or generally unavailable, approval by Executive Management will be required if alternate procedures by the Treasurer cannot validate the expenditure. Reimbursement will be processed by the Treasurer after all approvals have been received and receipts have been audited to ensure compliance with the organization policy.

3.3 U.S. Internal Revenue Service (IRS) code requires reimbursable expenditures be supported by adequate records that clearly established by they are ordinary and necessary, reasonable in amount, and incurred for valid business purpose. Expenses submitted for reimbursement shall include the dates, business purpose, and explanation for expense. An original receipt or proof of payment will be required when claiming all expenses with the except of certain tips, tolls and mileage. The receipt should clearly indicate the vendor, date, amount paid, attendees, and business purpose.

4. ORGANIZATION CREDIT CARD

The organization has implemented a Credit Card Program for managing travel-related expenses. Credit cards are issued to the President and Treasurer who anticipate incurring business travel expenditures. Use of the organization-issued credit card for personal use is ***not permitted.*** If it is determined that the organization-issued credit card is used for personal use the card will be revoked.

4.1 The Treasurer is responsible for the timely payment of the credit card balances. The SDAD auditors will monitor the payments on the organization credit cards on a quarterly basis. Failure to pay a credit card balance when due, will result in cancellation of the card and/or disciplinary action.

5. OFFICE SUPPLIES/OFFICE EQUIPMENT

Orders for office supplies and equipment by using the organization credit card must be pre-approved by SDAD President and/or Treasurer. If the amount for equipment is more than $250, it must be pre-approved by the SDAD Board after receiving the recommendation from the SDAD Finance Committee.

6. TRAVEL ARRANGEMENTS AND ONLINE BOOKING

The organization accrues significant cost savings by working closely with SDAD Treasurer and/or President. Please explore and compare travel costs before contacting SDAD Treasurer. The organization credit card will be used for air travel, car rental, hotels and registration. If a traveler wishes to use his/her personal credit card to book air travel, car rental, hotel or pay for registration, he or she must fill out list potential expenses and obtain pre-approval from SDAD Treasurer or President before the travel.

7. AIR TRAVEL

Airfare arrangements should be made as far in advance as possible. A fourteen (14) day minimum is required unless special circumstances do not allow for advance booking. An electronic invoice noting the amount paid for airline ticket as well as travel agent processing fee(s), should be retained by SDAD officer, delegate or member and submitted with a copy of the SDAD travel expense report for processing.

7.1 Travelers are encouraged to book non-refundable fare whenever possible unless there is a reasonable doubt at the time of booking that the trip could be cancelled. *NOTE: In most cases, airline charges a change fee up to $150 when modifying a flight. Travelers are encouraged to check their travel details carefully before ticketing, plan ahead whenever possible, and make certain that there trip is necessary and confirmed beforehand*.

7.2 **Coach seating is required on all flights.** First class travel or business class is not permitted unless the traveler has the doctor slip.

7.3 Travelers are allowed to use their mileage points to upgrade or pay the difference.

7.4 Travel will be arranged using the lowest logical fare on any carrier even when it may be the most direct routing (as long as it meets the traveler's business needs).

8. CAR RENTAL

A rental car should only be utilized when it is determined to be an economical source of transportation (depending on length of stay and amount of driving required). Traveler should first evaluate other means of transportation including hotel transfers, shuttles, taxi service and public transportation, wherever possible. Traveler discretion is encouraged. Hertz and Enterprise/National Rental have been selected as the organization's "preferred" rental car companies. Alternative rental car companies will be allowed when clear evidence is provided that the alternate company is less expensive and it is approved in advance by SDAD President and/or Treasurer.

8.1 Travelers are required to reserve Intermediate or smaller size vehicle (unless you will be traveling with 3 or more people). In cases where travelers are transporting equipment necessary to carry out their responsibilities or 5 or more travelers are traveling; mini vans and SUV's may be requested.

8.2 Travelers are required to pay the optional car insurance when traveling.

8.3 Travelers must refuel the rental car before returning it to avoid higher refueling charges. Additional expenses incurred from not refueling the rental car prior to returning the vehicle will not be reimbursed.

8.4 Travelers are not permitted to submit for reimbursement prior to paying for the rental car. Upon returning the rental car you must obtain a receipt to show proof of payment which must then be submitted with your expense report.

8.5 A traveler is allowed to rent a car if he is the only person who travels out of town on a business trip, i.e., meetings with the State personnel, organizations with disabilities, booth displays, etc. to represent SDAD.

8.6 If the traveler gets notification that the rental car company had to pay tolls, speeding tickets, etc. from radar, the traveler is responsible for the cost.

9. HOTELS

Travelers must compare hotel rates at their destination and ensure the hotel has accommodations. The goal of the hotels is to provide for safety, convenience, comfort and ensure a reasonable cost. Finding hotels with breakfast are encouraged. SDAD Treasurer or President can secure the hotel reservations by

using the organization credit card. The hotel authorization form must be filled out by either SDAD President or Treasurer.

9.1 Due to some circumstances, the traveler must use a personal credit card to reserve the hotel room; he must provide hotel rate information and obtain an approval from either SDAD President or Treasurer.

9.2 If the traveler is unable to use the hotel reservation, it is the traveler's responsibility to contact the hotel to cancel hotel reservations accordingly. You are required to follow the cancellation policies of the hotels as cancellation fees and "No-show" charges are not reimbursable unless a written explanation is attached and approved by SDAD Treasurer or President.

9.3 Travelers are not permitted to submit for reimbursement prior to paying for the hotel. Upon leaving the hotel you must obtain a receipt to show proof of payment which must then be submitted with your expense report.

10. MEAL PER DIEM & INCIDENTAL TRAVEL ALLOWANCE

Travelers can be reimbursed for per diem when they stay overnight. Travelers must be out of town **overnight** to receive per diem.

10.1 To receive meal per diem are listed as follows:

Breakfast: depart home base before 5:31 AM - or - return to home base after 7:59AM
Lunch: depart home base before 11:31 AM - or - return to home base after 12:59 PM
Dinner: depart home base before 5:31 pm – or – return to home base after 7:59 PM

10.2 Guidelines to follow for meal costs are as follows:

Breakfast: In-State - $6, Out-State - $10
Lunch: In-State - $14, Out-State - $18
Dinner: In-State - $20, Out-State - $28

10.3 The cost for meals that are shared between travelers from the same location is not considered a reimbursable expense, with the exception of meetings or team-building activities. Where hotels include breakfast as part of the hotel bill, traveler will not be reimbursed for breakfast.

10.4 Incidentals, such as laundry, dry cleaning (if the stay is longer than five (5) days, (See Section 13 of this policy can also be reimbursed, but must be reasonable.

11. BUSINESS MEALS AND ENTERTAINMENT

Business meals include breakfast, lunch or dinner as well as refreshments provided for business partners and others with whom the organization has business dealings.

11.1 The guideline for business meal is $50 per person per meal. If more than one officer is present, SDAD President or Treasurer must pay and submit for reimbursement.

11.2 Only reasonable business-related expenses will be reimbursed, and must be directly related to conducting organization business, and when directly proceeding or following a business discussion, or as necessary to accomplish the advancement of organization goals and objectives.

11.3 A full description of the business reason and itemized receipts must accompany all business meals and business-related expenses, including the name of customer or vendor, and all individuals in attendance.

11.4 Purchasing sport season tickets, season tickets of any nature and/or luxury boxes is prohibited. Event tickets should be purchased on an as-needed basis for business use only.

12. AUTOMOBILE MILEAGE REIMBURSEMENT

The organization reimburses the travelers for all business use of their personal automobiles. Business mileage reimbursement is equal to the number of miles driven for business purposes other than the traveler's normal commute to and from the traveler's home, multiplied by the mileage rate according to the South Dakota Board of Finance's Travel Reimbursement Rate: https://bfm.sd.gov/misc/TravelReimbursementRates.pdf

Mileage reimbursement must be 20-mile radius from the traveler's start point.

13. TIPS & GRATUITIES

The organization allows the practice of tipping for services provided the following guidelines must be followed for reimbursement:

13.1 Tips to porters, skycaps, valet's, shuttle drivers, waiters, etc., are permitted when reasonable and appropriate. Receipts for tips generally are not necessary since they are typically unavailable.

13.2 Tipping should be reasonable and customary for meals and transportation, but should not exceed 20%. Tipping for meals should be based on the amount of the bill pre-tax.

14. TRAVEL ADVANCES

Cash advances for business travel can be offered by the organization, subject to the traveler's financial hardship. Cash advances will include per diem and gas (if you have a car rental). You must obtain a receipt to show proof of payment which must then be submitted with your expense report. A request for cash advance must be submitted to SDAD Treasurer or President 14 days in advance.

15. NONREIMBURSABLE EXPENSES include are not limited to:

- Personal entertainment
- In-flight movies and cocktails
- Baby-sitting, house-sitting and/or pet-sitting or kennel fees
- Purchasing luggage and briefcases
- Spouse/companion travel
- Credit card interest charges and late fees
- Personal room upgrades
- Services such as haircuts, manicures, or shoe shines
- Fuel for personal cars, maintenance and parking violations
- Membership fees for credit card programs, airline clubs, and similar travel incentive programs

16. ROLE OF TREASURER'S EXPENSE REPORT REVIEW AND AUDIT

SDAD Treasurer is responsible to review and audit expense reports to ensure compliance with this expense policy. In the event that certain expenditures, after being audited by SDAD Treasurer are allowed per policy, they will not be reimbursed until proper documentation is provided or if additional approval are required that the expenditure is signed.

Acknowledgment: Policy Receipt

I acknowledge that I have received a copy of the South Dakota Association of the Deaf Travel and Reimbursement Policy and understand that I should consult the President and/or Treasurer if I have questions.

I understand and agree that I will read and comply with the Travel and Reimbursement Policy.

_____
SDAD Member Name (Printed)

_____
SDAD Member Signature

_____
Date