

Davidson-Davie Community College Foundation, Inc.

Expense Reimbursement Policy

A. REIMBURSEMENT

Board members and employees will be reimbursed for all reasonable and necessary out-of-pocket expenses incurred in the performance of their duties. Requests for reimbursement shall be submitted within 30 days of incurring the expenses. Such requests will be signed by the board member or employee incurring the expense and by the Executive Director. Requests by the Executive Director will be signed by the Executive Director and by an officer of Davidson-Davie Community College Foundation, Inc.

B. REIMBURSEMENT FOR TRAVEL EXPENSES

Travel expenses shall include, but not be limited to, mileage for use of personal automobiles, actual cost of travel by common carrier, meals, lodging, parking charges, taxi fares, tolls, tips, and registration fees at seminars, conventions or other meetings.

Reimbursement for mileage for the use of personal automobiles shall be at the state per mile reimbursement rate, and reimbursement for air travel will be at the cost of coach class.

C. TRAVEL PROCEDURES

I. Purpose of Regulations

- A. This procedure sets forth travel policies and regulations for authorization and reimbursement of expenditures for official Davidson-Davie Community College Foundation, Inc. travel.
- B. Davidson-Davie Community College Foundation, Inc. board members and employees may have their travel expenses reimbursed by Davidson-Davie Community College Foundation, Inc. subject to the limitations contained in these regulations. Under no circumstances may duplicate reimbursement be made for any portions of a board member's or employee's expenses paid or reimbursed from other sources.
- C. Board Member and Employee Responsibility – A board member or employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business expending personal funds. Excess costs, indirect routes, luxury accommodations, and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Board members and employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Willful violations of this policy may result in

dismissal from Davidson-Davie Community College Foundation, Inc. employment or other disciplinary action.

II. Specific Guidelines Relating to Transportation, Subsistence, and Other Costs

A. Transportation

1. Common Carrier – Actual coach fare (substantiated by receipt) will be reimbursed. First-class travel should be used only in extraordinary circumstances. Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be Davidson-Davie Community College Foundation, Inc.'s obligation if the board member's or employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of Davidson-Davie Community College Foundation, Inc. If the cancellation or change is made for the personal benefit of the board member or employee, it shall be the board member's or employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness or death within the board member's or employee's immediate family or other critical circumstances beyond the control of the board member or employee, the Davidson-Davie Community College Foundation, Inc. will be obligated to pay the penalties and charges.
2. Receipts are required for reimbursement.
3. Rental Vehicle – A receipt is necessary for reimbursement. Rental vehicles are to be used as a last resort. Use of a rental vehicle must be approved in advance.

B. Lodging

1. Authorization – Prior approval by an authorizing party must be obtained in order to qualify for reimbursement for overnight stays. Davidson-Davie Community College Foundation, Inc. personnel certifying the reimbursement request as necessary and proper must require documentation from the traveler to substantiate that the overnight lodging was necessary.
2. Reimbursement – Each board member or employee is responsible for his or her own request for reimbursement. Requests for reimbursements must be filed within 30 days after the travel period ends for which the reimbursement is being requested. Specific dates of lodging must be listed on the reimbursement request, and substantiated by a receipt from a commercial lodging establishment. Other entertainment expenses, such as the cost of

movies and personal telephone calls that are included with the bill for lodging will not be reimbursed.

C. Meals

Each board member or employee is responsible for his or her request for reimbursement. Filing procedures are the same as for lodging. Each meal reimbursement rate must be listed on the reimbursement request.

III. Submitting Expense Reports

A requesting party submitted a falsified reimbursement form will be subject to disciplinary action and criminal prosecution. An authorizing party or Finance Officer who approves a falsified reimbursement form that they know to be false will be subject to disciplinary action or criminal prosecution. Violations of the Davidson-Davie Community College Foundation, Inc.'s Expense Reimbursement Policy may result in dismissal from Davidson-Davie Community College Foundation, Inc. employment.