



TRAVEL REIMBURSEMENT POLICY

- A. It is the policy of COINN to provide reimbursement for employees and volunteer board members for pre-approved travel related expenses, including transportation, hotels, and food. These expenses must be reasonable and necessary, as well as job-related, and must be pre-approved in writing by Chief Executive Officer (CEO) and President.
- B. COINN will only reimburse for pre-approved travel related expenses when the employee provides documentation of the expense with receipts from purchases or other verifiable documentation.
- C. Employees seeking reimbursement must complete the “Travel Reimbursement Request form.” The form must be fully and accurately completed and submitted to the CEO and President. All receipts should be scanned/attached and submitted with the form.
- Local travel will be reimbursed through Automatic Direct Deposit or Check. This includes reimbursement for transportation by taxi and/or public transportation, and, when pre-approved, use of an employee's personal automobile. COINN will reimburse employees for the use of their personal automobile in accordance with the federally approved mileage rate for business use of personal vehicles.
 - Reimbursement of meals when there is no overnight travel should be paid by the organization only when the meal has a defined business purpose.
 - For out-of-area travel-including international travel, COINN will reimburse all pre-approved travel related actual costs, such as hotel accommodations, transportation to and from the destination, including airline, train or bus tickets, taxicab fares, meals and gratuities etc. Employees and volunteers should travel at the lowest available airfare to accommodate the purpose of the business trip. They can upgrade their airfare at their own expense.
- D. Per diems are not paid to anyone outside COINN employees or volunteer board members as indicated above.