

Pacific Crest Youth Arts Organization

Travel Policy

Board of Directors

**Pacific Crest Youth Arts Organization
Travel Policy**

Table of Contents

- I. General 3**
- II. Airline Reservations 3**
 - II.a. Travel Agency 3**
 - II.b. Airline Travel Guidelines..... 3**
 - II.b.1. Level of Travel..... 4
 - II.b.2. Travel Requests 4
 - II.b.3. Frequent Flyer Programs..... 4
- III. Hotel Accommodations..... 4**
 - III.a. Hotel Selection..... 4**
 - III.b. Method of Payment..... 4**
 - III.c. Guarantee for Late Arrival..... 4**
- IV. Car Rental 4**
 - IV.a. Restrictions..... 4**
 - IV.b. Company Selection/Car Size 5**
 - IV.c. Insurance 5**
 - IV.d. Method of Payment 5**
- V. Alternative Transportation 5**
 - V.a. Personal Automobile 5**
 - V.b. Method of Payment 5**
- VI. Meals and Entertainment 5**
 - VI.a. Meals..... 5**
 - VI.b. Tips and Gratuities 6**
 - VI.c. Group Meals 6**
 - VI.d. Entertainment 6**
- VII. Miscellaneous Travel Expenses..... 6**
 - VII.a. Conference Registration 6**
 - VII.b. Parking, Fees, Tolls, Taxis 7**
 - VII.c. Personal Trips 7**
 - VII.d. Accompaniment by Spouse 7**
 - VII.e. Expenses Not Paid By the Organization 7**
 - VII.e. Lodging with a Friend or Relative 7**
- VIII. Travel Advance 7**
- IX. Travel Reimbursement..... 8**

I. General

The purpose of Pacific Crest Youth Arts Organization travel and entertainment policy is to control overall travel expenses while providing for reasonable comfort and efficient travel services for paid and volunteer staff traveling on Organization business.

The Operations Manager is responsible for the overall management and control of business travel and related administration. This responsibility includes enforcing the travel and entertainment policy guidelines when necessary to achieve the primary goal of cost management.

The same judgment and consideration should apply to business travel expenses as to any other business transaction. Reimbursements should be requested, and authorized, only for expenses that contribute to Organization objectives.

While this policy attempts to be comprehensive, it is impossible to anticipate every situation encountered by the traveler. Situations not covered in this policy should be discussed in advance with the Executive Director.

II. Airline Reservations

II.a. Travel Agency

Pacific Crest Youth Arts Organization has contracted with an outside travel agency to provide full travel management services to the Organization. These services include:

- Airline Reservations
- Hotel Accommodation Reservations
- Car Rental Reservations
- Shuttle Service Reservations
- Offsite Meeting/Seminar Arrangements

Pacific Crest Youth Arts Organization corporate travel agency is:

Travelink American Express Business Travel
404 BNA Drive, Suite 650
Nashville, TN 37217
615-367-4900
www.travelink.com

With pre-approval by the Operations Manager, travelers may book their own flights via the internet as an alternate to using the agency. Travelers may choose their own favorite web site, as long as it provides an option for selecting the lowest price ticket. For reimbursement, a printout of the screen showing the best pricing available must be submitted along with the Travel Request Form. **Failure to comply can result in expenses not being reimbursable to the traveler.**

II.b. Airline Travel Guidelines

The following guidelines are provided to ensure consistent and economical travel arrangements. Remember, that generally the most economical airfares can be obtained when booking as far in advance as possible. Flexibility is also an important consideration. Departure dates and times can impact airfares and some airlines may require a Saturday night stay to obtain reduced fares.

II.b.1. Level of Travel

All business travel will be coach/tourist economy class regardless of destination. Should a traveler require a more expensive flight because of personal preference, the additional cost will be the responsibility of the traveler. For reimbursement, a printout of the screen showing the best pricing available and a separate screen showing the cost of the preferred flight selected must be submitted along with the travel request. While all travel booked for the Organization should be at the lowest available fare, personal preference as to departure and arrival times will be taken into consideration, as well as the use of alternate airports, and specific airline carriers.

Baggage fees will be reimbursed at one bag per flight for paid staff, volunteer staff, and Board members. The actual expense must be supported by the original receipt prior to reimbursement.

II.b.2. Travel Requests

For the Drum and Bugle Corps tour, caption heads submit travel requests – on behalf of their staff – to the Operations Manager for approval and processing. All other travel must be approved by the Executive Director.

II.b.3. Frequent Flyer Programs

Frequent flyer miles may be credited to the traveler's individual account.

III. Hotel Accommodations

III.a. Hotel Selection

The travel agency will arrange hotel accommodations when possible. When the traveler must make his or her own arrangements, the hotel or motel selected should be near the traveler's ultimate destination and should be moderately priced. Travelers are encouraged to inquire, "Is this the best rate available?" when registering. The hotel may have promotional rates that offer savings. In the event the purpose of travel is to attend a conference, and the conference organizers recommend a hotel, or the conference is taking place at a particular hotel, travelers may stay at the recommended or host hotel.

III.b. Method of Payment

Employees should use a major credit card for payment of the hotel bill. Hotel information noted in a written travel request is for information and approval only and will not generate payment. A cash advance may also be requested for this purpose. See section regarding Travel Advances.

III.c. Guarantee for Late Arrival

It is the travelers' responsibility to arrange for late arrival guarantees with hotels by prepaying the first night's stay or providing a valid credit card number. Cancellation rules vary from hotel to hotel. It is the travelers' responsibility to determine the applicable rules for his reservation and adhere to them.

IV. Car Rental

IV.a. Restrictions

Automobile rental should not be automatic. The use of a rental car should be justified as an economical need and not as a matter of personal convenience. Consideration should be given to hotel shuttles, airport limousines, taxi, or bus service when deciding whether it would be cost effective to rent a car. The Executive Director approves all rental car requests.

IV.b. Company Selection/Car Size

The Travel Agency can reserve cars through all major rental companies. Travelers may make their own car reservations. Compact or subcompact automobiles should be rented whenever possible. Pacific Crest Youth Arts Organization enforces a maximum size limitation. Because Pacific Crest is not licensed under a Class B program, no vehicle capable of carrying 12 or more passengers will be leased, rented, loaned, or used, for any reason.

IV.c. Insurance

Pacific Crest's insurance policy provides the traveler with insurance coverage when renting a car for Organization business. An insurance card that provides the necessary automobile insurance information for the car rental is available through the Executive Director. Therefore, employees are **not** to take additional damage waiver insurance coverage offered by rental agencies.

IV.d. Method of Payment

The traveler should use a major credit card to pay for all rental costs. The rental agreement must be retained by the employee and attached to reimbursement request. It is advisable to refill the rental car with gasoline prior to returning it to the rental agency to keep from paying a premium rate for refueling, unless a prepaid refueling option costs less

V. Alternative Transportation

V.a. Personal Automobile

When it is appropriate, within the guidelines of this policy, for an individual to use a privately owned vehicle for official Organization business, the Organization will reimburse that individual at the IRS recommended rate. Reimbursement must be approved in advance by the Executive Director.

Reimbursement will NOT be based on receipts for gasoline, oil, repairs, etc. Travel by private automobile in lieu of public transportation is reimbursable also at the rate stated above OR the cost of coach class airfare to the destination and return, whichever is less. In all instances where the employee uses his/her own car, the employee must carry liability insurance for personal injuries and property damage to third parties. The Organization does not assume any responsibility for damages incurred by the employee arising from the use of a personal automobile in connection with business travel.

V.b. Method of Payment

Personal credit cards or cash advances are to be used for all alternative travel expenses.

VI. Meals and Entertainment

VI.a. Meals

For domestic travel, Employees will receive a per diem allowance for their personal meals actually consumed when traveling out of town for substantially longer than an ordinary day's work, so that you need to sleep or rest to meet the demands of your work while away from home.

For example, if you leave your home at 6AM and travel to another location then return to your home at 10PM you would not qualify for any meal reimbursement, because you did not need to sleep or rest away from home. Stopping to take a nap does not qualify.

The Organization has adopted the following method of reimbursement:

- Breakfast (\$11)
- Lunch (\$16)
- Dinner (\$30)
- Daily Total (\$57)

The actual expense must be supported by the original receipt (showing itemized purchases) and may not include alcoholic beverages.

VI.b. Tips and Gratuities

Meal tips and gratuities are included in the above reimbursement. Taxi tips will be reimbursed at 15% of the total expense. Hotel room cleaning tips will be reimbursed at \$3 per day.

VI.c. Group Meals

The Organization may arrange to furnish meals to a group of staff or students when it is to the Organization's advantage. Under such an agreement the vendor may be paid directly by the group leader, or the group leader may dispense funds to the group members. In all cases, the amounts must be approved in advance by the Executive Director and not exceed the per diem rates.

VI.d. Entertainment

Entertainment expenses, to be reimbursable, including any meals for more than one person, must be essential to the transaction of Organization business. The Internal Revenue Service requires that specific details showing names of guests and employees entertained, cost, date and place, business purpose and the business relationship of individuals entertained be supplied. This information **MUST** be included on your request for reimbursement.

Expenditures will be reimbursed only for entertainment of persons outside of Pacific Crest Youth Arts Organization or associates from out of town. Exceptions require the approval of the Executive Director. In all situations, employees are expected to exercise prudent business judgment and not to incur unnecessary entertainment expenses. This information **MUST** be included on your request for reimbursement.

Reimbursement for alcoholic beverages is subject to authorization by the Executive Director. The Organization will not reimburse individuals for personal consumption unless proper authorization has been obtained.

VII. Miscellaneous Travel Expenses

VII.a. Conference Registration

Conference and seminar registration should be authorized by the Executive Director. If requesting reimbursement for conference registration, the "paid" receipt must be attached. Meals paid for, as part of a conference registration cannot subsequently be reimbursed to an employee unless a written justification is attached to the travel expense report. Please include a conference itinerary/agenda.

VII.b. Parking, Fees, Tolls, Taxis

Whenever possible, these expenses should be accompanied by a receipt. Shuttle services between the employee's residence and the airport should only be used when the costs of mileage and parking exceed the cost of the shuttle service. Shuttle service can be arranged in advance through the travel agency.

VII.c. Personal Trips

Personal side trips while on official business travel, including tour, are discouraged. If it is necessary to travel for personal reasons at either the beginning or end of such travel,, payment for that portion of the travel Pacific Crest has funded, must be made prior to delivery of the tickets. This also applies to volunteer staff.

VII.d. Accompaniment by Spouse

When Pacific Crest specifically requests an employee's spouse to accompany the employee on a business trip, the spouse's expenses shall be treated as though the spouse is an employee traveling on Organization business. If the Organization has not requested that the employee's spouse accompany the employee, all expenses incurred as a result of the spouse's traveling will be the responsibility of the employee.

VII.e. Expenses Not Paid By the Organization

Personal expenses, including, but not limited to the following, are not reimbursable.

- Baby-sitting Fees
- Barbers & Hairdressers
- Kennel Costs
- Sporting Equipment Rental Fees (except as covered under Entertainment)
- Annual Premiums for Personal Credit Cards
- Membership Fees for Private Clubs/Organizations (unless authorized by Executive Director)
- Car Washes for Personal Automobile
- WiFi hotspots
- Traffic and Parking Violations
- Movie Rentals in Hotel Rooms
- Toll Road
- Holiday or "end of the year" party

VII.e. Lodging with a Friend or Relative

When a traveler lodges with a friend or relative while on Organization business, a non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The actual cost of one such gift may be reimbursed – upon approval of the Executive Director – up to a limit of \$75.00, provided the original receipts are submitted on reimbursement request.

VIII. Travel Advance

A travel advance may be requested to pay travel expenses. The Executive Director approves all cash advances. The amount should be a reasonable estimate of the expected expenses. Travel advances will be issued to employees only. An employee with an outstanding advance cannot receive an additional advance unless authorized by the Executive Director. Travel advances will not be issued more than 30 days prior to travel.

A travel expense report must be sent to the Office Manager & Bookkeeper within 15 days of the traveler's return.

Receipts for all expenditures must be attached, including an itemized hotel bill if available. If the traveler did not use the entire advance, a check payable to Pacific Crest Youth Arts Organization should be attached. If the traveler had additional expenses not covered by the advance, a check may be issued for the difference if approved by the appropriate individuals.

IX. Travel Reimbursement

A report – mailed to Pacific Crest or sent to the Executive Director via e-mail – is used to request reimbursement for travel expenses. A report detailing the use of funds is required for a cash advance. All receipts and supporting documentation must be attached, including an itemized hotel bill, airline or travel agency form commonly known as an itinerary, and a conference agenda. The expense report must be approved by the Executive Director and sent to the Office Manager & Bookkeeper within 10 days of the traveler's return. Please include the dates, times, and places of travel along with the business purpose.