



BOYS & GIRLS CLUBS
OF THE PENINSULA

TRAVEL POLICY

Policy Statement:

It is the policy of the Boys and Girls Club to pay for authorized travel expenses that are incurred by employees on behalf of the club.

Procedures:

Pre-Travel Authorization

All travel should be pre-authorized by the unit director, and if it exceeds their approval level, by the senior manager.

Mileage Reimbursement

When a vehicle is used for club business, mileage will be reimbursed at the IRS's current standard mileage rate. Commuting to and from work is not considered club business. Complete the Mileage Reimbursement form (see attached) and submit it to finance. Receipts are not required. Reimbursement will be made from petty cash if it's under the maximum; otherwise, it will be paid by check.

Air Travel

Economy class is to be used for air travel. Air travel may be paid for in advance by the club. Air travel paid for by the employee will be reimbursed. Submit a completed check requisition form that includes receipts for reimbursement.

Lodging

Speak to the Unit Director/Senior Manager about lodging. Reservations may be paid in advance by the club. Employees of the same sex are encouraged to share rooms when possible. Report lodging expenses incurred on a completed check requisition form with receipts attached. Personal lodging expenses such as laundry, movie rental, etc. will not be reimbursed.

Ground Transportation

Use hotel/airport shuttles whenever possible. Expenditures for travel between airport/hotel/ conference site will be reimbursed when reported on a completed check requisition with receipts.

Meals

Meals for business travel and field trips will be paid for at per diem rates. It is not necessary to provide receipts for per diem meals. Per diem check requests should be submitted to finance at least two weeks before the trip.

In the case of field trips, one check request should be prepared per clubhouse per field trip. The request should be payable to the unit director or program assistant and include an attachment with the names of the employees going on the field trip and the per diem amount per employee. Within 10 days after the trip, the list (initialed by the employees, indicating they received the per diem) and any per diem money not distributed, should be turned in to finance. Per diem rates are below and include tip and transportation to and from the restaurant.

Business Travel Meals Per Diem	Field Trip Meals Per Diem
Breakfast \$10.00	Breakfast \$ 8.00
Lunch \$15.00	Lunch \$12.00
Dinner \$25.00	Dinner \$12.00