
CUE, INC REIMBURSEMENT POLICY

1. PHILOSOPHY & PURPOSE

A travel expense policy is the foundation of any sound expense management program. The intent of the policy defined below is to provide fair, equitable and ethical guidelines for all of CUE's consultants, lead learners and volunteers. It allows the Traveler to reduce travel expenses by eliminating waste or abuse before it occurs. It also strives to minimize personal interpretation and loopholes.

It is CUE, Inc.'s policy to properly reimburse all of CUE's consultants, lead learners and volunteers for appropriate Travel expenses incurred in the authorized conduct of CUE, Inc. business.

This policy is meant to be a firm guideline; however, it cannot anticipate every possible situation. If deviation is required for the welfare of CUE, Inc. or the individual, then latitude may be allowed. The Traveler should be prepared to defend the action and its cost. The Executive Director, whose decision may only be reversed or modified by the CUE Board of Directors, must approve such deviations or any other Travel expense.

It should be noted from the outset that abuse of travel expense policies could result disallowance of the Travel expense claim.

These policies apply to all of CUE's consultants, lead learners and volunteers (defined herein as Traveler) who incur expenses in the conduct of CUE, Inc. business.

2. TRAVEL STATUS

One is in a travel status and will incur ordinary and necessary expenses only while traveling away from home/office in pursuit of pre-approved CUE, Inc. business, or when driving in a personal vehicle on CUE, Inc. business. When driving a personal vehicle, the Traveler is eligible for mileage reimbursement. All Travelers working through CUEtoYou are required to keep their travel expenses below \$500. If the Traveler exceeds this amount the CUEtoYou Coordinator must be informed in writing as to the reasoning.

3. EMERGENCY TRAVEL ARRANGEMENTS

Travel to fulfill an unexpected or impromptu job assignment should be limited to extreme situations only. Justification for emergency travel must clearly indicate that the best interests of CUE, Inc. are being served and whenever possible, prior approval must be obtained from the Executive Director.

4. TRAVEL ADVANCES

Except in unusual circumstances, travel advances will not be authorized. If a travel advance is necessary, please review each request with the Executive Director.

5. TRAVEL CANCELLATION

The Traveler is responsible for cancellations and changes of reservations in travel plans. If travel plans change during normal working hours, the Traveler should notify CUE, Inc.

6. EXPENSE REPORTS

It is the Traveler's responsibility to complete the expense report accurately and to provide all necessary explanations and documentation as specified below:

- Receipts for expenses over \$5.00 (tips and very short cab rides are the exception)
- Airline tickets receipts (back of ticket coupons, emailed confirmation noting rates, not itineraries or boarding passes)
- Hotel/motel statements (not credit card receipts)
- Car rental statements (not credit card receipts)
- Receipts for meals (Must be full receipt and credit card slip indicating all items purchased and tip)

Break down all hotel bills by Traveler, meals, room charges and other expenses. Do not abbreviate names, please write them legibly.

Expense reports are to be submitted within two weeks of completion of the authorized travel.

7. GROUND TRANSPORTATION

Travelers will utilize the most economical method (or combination of methods) of transportation. Personal automobiles, airport buses, free hotel/motel transportation must be utilized when possible.

Scope – Transportation expenses include Traveler paid personal car mileage, parking, tolls, car rentals (rail, bus, ferry) and airfare incurred in the conduct of CUE, Inc. business.

Mileage – Travelers using their personal vehicle for CUE, Inc. business will be reimbursed at the current rate allowed by the IRS. The Traveler is not reimbursed for normal commuting mileage (home to/from work).

Parking and Tolls – Travelers will be reimbursed for items such as turnpike and bridge tolls and parking fees. Tolls incurred for business purposes are reimbursable; those for commuting are not.

Insurance – Travelers must have California State minimum insurance coverage and a valid driver's license while operating a rental vehicle.

Taxi Service – may be used for short distances when practical or when other public transportation is not available. Taxi fares for personal reasons are not reimbursable.

8. CAR RENTALS

Rental cars should be obtained only when necessary and when authorized. CUE, Inc. policy is to request a compact car when traveling. The car size and features should, however, accommodate the specific reasonable need of the trip and the individual(s).

All car rentals will be arranged by the individuals but approved by CUE, Inc. All car rentals will be reimbursed to the individual on the rental agreement. Expenses submitted in excess of the negotiated rates and policy compliance will require a written explanation for reimbursement. A copy of the car rental agreement must be included with the expense report for reimbursement.

All Travelers will return rental cars WITH FULL GAS TANKS. Car rental agencies charge a premium for refueling their cars. If circumstances preclude refueling, the reason should be noted on the expense report. Repeated occurrences of car rental charges for refueling will result in a review of expense reports and may lead to non-payment of this expense.

9. AIR TRAVEL

All air travel must be booked through CUE, Inc. within the following guidelines:

- Domestic Travel should require no more than one interim stop each way. Such travel should not increase the one-way total elapsed trip time (end point to end point) by more than two hours. Such travel should not require departure any more than 1.5 hours before or after requested time.
- All Travelers must utilize Economy Class Airfares for domestic and international travel unless otherwise authorized.
- *First Class or Other Business Class* – Travelers upgrading their reservations will pay the difference between the travel agency's lowest fare offered and the upgraded fare.
- *Frequent Flyer Programs* – benefits earned from these programs during business travel accrue to the Traveler. Under no circumstances should a Traveler decline a lower cost fare to obtain benefits from frequent flyer programs.
- *Advance Bookings* – every effort should be made to book reservations as far in advance as possible.
- *Travel Insurance* – purchased by a Traveler in a travel status is a personal expense and will NOT be reimbursed.
- *Travel with Spouse* – Any expenses in excess of those incurred had the Traveler traveled alone are not reimbursable. Such expenses include upgrading from single to double hotel accommodations, additional transportation costs and meals.
- *Pre-Paid Airline Tickets* – If a pre-paid ticket is issued at the airline ticket counter by the travel agency and the passenger does not pick up the ticket, please notify CUE, Inc. immediately so an "authority to refund" may be initiated and processed for credit.

10. LODGING

Accommodations should comfortably suit the Traveler's needs while on travel status. The charges should be reasonable for the specific need as well as the geographic location. Unreasonable accommodations will not be reimbursed.

Guaranteed late arrival can only be confirmed with a major credit card. Please note that you are responsible for the cancellation of hotel accommodations, which are guaranteed to your credit card.

If specific properties require different times for cancellation, this information will be noted in your itinerary/invoice. Cancellations can be confirmed by calling the hotel directly. Always confirm the date/time cancellation was made and obtain the first and last name of the hotel Traveler accepting the cancellation. This information will be necessary should a dispute arise as to cancellation.

11. MEALS

When traveling on CUE, Inc. business, your travel meals are a reimbursable expense. Breakfast, and lunch, and dinner will be reimbursed up to the *per diem* in effect at the time of the travel. CUE, Inc. only reimburses for food and beverage items consumed excluding alcoholic beverages. Both the itemized receipt and credit card receipt including the tip are necessary for reimbursement. The names of additional parties at the meal should be listed. No additional person's meal will be paid for unless approved by the Executive Director.

12. COMBINATION BUSINESS/PERSONAL TRAVEL

Personal travel expenses by the Traveler during the course of a business trip are not reimbursable. These expenses include; sightseeing trips, lodging, meals, or transportation. A Traveler taking vacation in conjunction with a business trip should notify the Executive Director prior to the trip. Only those expenses incurred in the conduct of business are reimbursable.

13. TELEPHONE AND TELECOMMUNICATION

All telephone and/or telecommunication expenses must be approved prior to expenses being incurred. Non-business related long distance calls charged to your hotel/motel are not reimbursable.

14. TIPS

Travelers will be reimbursed for tips for meal expense up to 15%. Tips over 15% will be paid by the Traveler. Tips to porters will be reimbursed at \$1.00 per bag.

15. GIFTS

Generally, gifts of any kind are not reimbursable. Where gifts appear to be an appropriate expenditure from a business development viewpoint, prior approval must be obtained from the Executive Director. Please note that gifts may subject CUE, Inc. and the recipient to legal and tax considerations.

16. OTHER NON-REIMBURSABLE EXPENSES

The following are generally not reimbursable:

- Babysitting services
- Cost of insurance
- Fines related to traffic violations
- Maintenance/repair of personal property during absence
- Personal entertainment/recreation

- Personal items such as clothing, toiletries or related services (*e.g.* barber, hair salon, shoe shine)
- Medical service and supplies charges

17. ENFORCEMENT

CUE, INC. will not reimburse expenses exceeding the limits imposed by this policy, unless authorization by the Executive Director is obtained. Such authorization will be in writing (signature on the expense report will suffice) and submitted with the expense report.