

CARCD Travel Policy

Approved 8/9/2011

- a. All travel must be coded and authorized. Any travel other than routine travel expected as part of normal job duties must be authorized. CARCD Regional Meetings, the Annual CARCD Meeting, Board Meetings, travel to ongoing meetings and regular visits to local RCDs and local mileage are all considered part of normal job duties. The Executive Director will approve staff travel. The President will approve travel requests for the Executive Director, Board and committee members.
- b. In order to receive compensation, an Expense Voucher will be completed and signed by the person requesting a reimbursement for previously approved travel.
- c. When an employee or representative of CARCD is reimbursed for actual expenses, receipts must be attached to the travel voucher. The receipts must be itemized.
- d. The rate of reimbursement for automobile travel will keep current with the IRS mileage allowance rate. No receipts are necessary for gasoline usage, but an employee or CARCD representative must state destination and number of miles driven on a daily basis on the Expense Voucher.
- e. Mileage (for employees) to and from residence will not be reimbursed by CARCD. Mileage reimbursement will be paid only if actual miles traveled exceed round trip mileage from home to CARCD office. Exceptions to this policy are at the discretion of the Executive Director or Board of Directors. CARCD Board members are exempt from this provision and may be reimbursed from residence to destination.
- f. No mileage reimbursement will be issued to employees unless proof of current auto insurance and drivers license is on file with the Office Manager. This information should be verified quarterly.
- g. Travel expenses will only be reimbursed for the employee and Board Members. Spouses/family are allowed to travel with an employee or Board Member at the expense of the spouse/family member.
- h. When purchasing airline tickets, hotel accommodations, or other related expense, the employee and Board Member will make every effort to find a reasonably priced option. Airline tickets will be purchased in advance, hotels will be reasonably priced.
- i. At no time will CARCD reimburse for alcohol for any reason.
- j. If vacation is taken in conjunction with travel completed for CARCD business, expenses will not be reimbursed for days on which the employee or CARCD representative did not work.
- k. If airline miles, hotel awards, or other travel reward program points are earned in the course of travel for CARCD business, those points are the property of CARCD and should be used for CARCD business.
- l. Expense Vouchers / Travel Claims must be submitted quarterly (at least every 90 days) to be valid for payment by CARCD.

