

Work-Related Expenses—Policy Clarification

Society of St. Andrew

Expense Reimbursement

It is important for SoSA to know, and for its budgets to reflect, the true cost of carrying out our food recovery and distribution programs. Therefore, each employee must document (voucher plus receipt) every work-related expense, and submit that documentation by noon on the 5th day of the following month, for appropriate recording and reimbursement by SoSA's accountant.

Within 10-14 business days of submitting documented expenses, each employee will receive a reimbursement check from the organization for the total amount of reimbursable out-of-pocket expenses. Employees are expected to cash this check promptly!

In the past, some employees have chosen to give generously of their own resources, considering work-related expenses simply a donation to the organization. This spirit of generosity is admirable and appreciated.

However, the practice masks SoSA's actual cost of doing business. An unintended consequence of this is that employees' use of work time and resources is opaque. The practice may also subtly contribute to employee feelings of being "used," underappreciated, and burned out.

If you wish to make a donation to the Society of St. Andrew, you may make that gift through the same channels as every other donor, and in any amount you choose. This way your gift is recorded as income to the organization and is tax deductible (as allowed by law) by you.

Mileage—Personal Vehicles

Your daily commute from home to your assigned workplace is not a reimbursable work expense. Fuel for your personal vehicle is not a reimbursable work expense.

You should submit for reimbursement all miles driven for SoSA in excess of your daily commute.

Reimbursable miles should be recorded on your monthly **SoSA Travel & Expense Voucher** by date, location & purpose, and total miles. Note this on your voucher as: X (total) miles, less Y miles (regular commute)

Note: If you take off a day during the week because of weekend work responsibilities, such as gleaned or a speaking engagement, you must subtract one day's regular commute miles from your weekend work miles. Only the difference is reimbursable.

Currently, SoSA's approved reimbursement rate is 42¢ per mile. *(Please note that for 2016 the IRS allows 56¢ per mile toward business expenses, so by recording your expenses you may be able—if you itemize deductions on your personal taxes—to claim the additional 14¢ per mile as a tax deduction.)*

Rental Vehicles

You are expected to travel in the most cost effective manner for work-related activities. Before embarking on a trip of more than 100 miles, do a quick cost analysis to see whether a rental vehicle would be more cost effective. In your calculations, remember to include the daily rental rate and fees, and an estimate of gas you would purchase for the rental vehicle.

SoSA's insurance covers you while driving a rental vehicle, so you should decline all optional coverages at the rental counter. (Whether in a rental vehicle or your personal vehicle, you are responsible for any traffic tickets or other citations you receive.)

Necessary parking fees and tolls are reimbursable. Please ask for receipts, and submit those on your voucher.

Meals

Ordinarily meals are not reimbursable unless overnight travel is involved. The exceptions to this would be (1) a meal with a specific business purpose, such as lunch with a donor, board member, ag extension agent, or farmer; or (2) dinner, on a one-day trip that continues past the dinner hour.

Alcohol is not generally reimbursable (see Personnel Policy manual for more details).

For overnight and extended travel, meals are reimbursable. Please charge these on your SoSA card whenever possible. You are asked to keep the ministry in mind as you make meal choices, being a good steward of our organization's resources. As a general guideline, if breakfast is provided free with your hotel stay, try to keep your total for lunch and dinner combined to \$40 or less. (Tips included on receipt are reimbursable.)

Overnight/Extended Travel

Overnight travel within your primary work region/state must be approved in advance by your immediate supervisor.

Any travel outside your primary work region/state must be approved in advance by Bill Leach (program staff) or Lynette Johnson (administrative staff).

In every case, for overnight travel, please complete and submit a **Travel Pre-Approval Form**. This form must be approved before obligating SoSA for any expenses.

Airlines

You are expected to travel at the lowest reasonable available fare when you travel by air. As a good steward of company resources, check a variety of airlines and, where possible, all airports in close proximity for best rates. SoSA will cover the cost of one checked personal bag and one checked SoSA materials bag or box for your trip, with properly submitted receipts.

Lodging

SoSA expects all employees to stay in safe, clean, reasonably-priced lodging. As a general guideline, look for something that is \$89/night or less, with an interior corridor, that offers a free breakfast.

We are aware that in certain locations and at certain times of the year, \$89 is not a realistic price for accommodations. Please use your best judgment in making such a booking; run anything \$90–\$129 past your immediate supervisor. Anything above that, please request advance approval from Bill Leach (program staff) or Lynette Johnson (administrative staff).

Equipment/Office Supplies/Copies

All equipment purchases must be authorized and approved in advance by the Executive Director.

For office supplies and copies (particularly color copies), regional staff should plan ahead as much as possible, and check with Debbie Jones at the Big Island office to see if items may be acquired or printed more cost effectively in/from Big Island.