

## **TRAVEL REIMBURSEMENT**

It is the policy of LEARN to reimburse staff for approved and properly documented reasonable and necessary expenses for work-related travel. Reimbursement is allowed only when it has not been, and will not be, received from any other source.

All travel and related expenses must be pre-approved utilizing the appropriate forms which must be signed by the employee's immediate supervisor and one member of the Leadership Team. Employees must verify that the planned travel is eligible for reimbursement before making travel arrangements.

Travel reimbursement for members of the Leadership Team must be approved by the Executive Director or designee.

In order to receive reimbursement of travel expenses, employees must submit travel reimbursement requests and supporting documentation using the [LEARN Travel Reimbursement App](#) within 30 days of the completion of travel.

LEARN reserves the right to deny reimbursement for any travel expenses that are not pre-approved, and/or are inappropriate or extravagant.

### **Permissible Prepaid travel expenses**

#### Airfare

Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs, and to book flights at least 30 days in advance to avoid premium airfare pricing.

Coach class or economy tickets must be purchased for domestic or international flights with flight time totaling less than five consecutive hours excluding layovers, unless otherwise approved. A business class ticket may be purchased at LEARN's discretion for domestic or international flights with flight time exceeding five consecutive hours excluding layovers.

#### Rail Transportation

LEARN will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

#### Rental Vehicles

LEARN will pay for approved use of a rental vehicle. See the section on reimbursements, below.

## Business and Non-Instructional Operations

### Conference Registration Fees

Conference registration fees can be prepaid with a credit card or purchase order through the department director or business office with a request for payment invoice. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's per diem allowance.

### Other Expenses and Reimbursement Procedure

Requests for reimbursements of travel-related expenses must be submitted using the [LEARN Travel Reimbursement App](#), and must include supporting documentation of actual expenses, and the original, itemized receipts where required. If the requested reimbursement exceeds the total pre-trip estimate by more than 20 percent, the travel reimbursement form must be signed by the Executive Director, the Chief Financial Officer, or designee.

### Airfare

If the airfare was not prepaid by LEARN, an original itemized airline receipt or an e-ticket receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

### Rail Transportation

If rail transportation was not prepaid by LEARN, an original itemized receipt, original e-ticket receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

### Automobile (personally owned—domestic travel)

Reimbursement for use of a personal automobile is based on the Internal Revenue Services (IRS) approved standard mileage rate. A staff travel reimbursement submission is required for reimbursement of all vehicle-related expenses, including mileage, tolls, and parking.

### Automobile (rental—domestic travel)

LEARN authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Employees must adhere to the rental requirements, and restrictions must be followed. Original receipts for the rental are required.

When vehicle rentals are necessary, LEARN encourages employees to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. LEARN will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Employees should be aware of the extent of coverage (if any) provided by their automobile insurance company for travel that is business or not personal in nature. Employees are

strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Conference Registration Fees

If the conference fee was not prepaid, LEARN will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

Lodging (commercial)

LEARN will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. The cost of overnight lodging (room rate and tax only) during conference dates will be reimbursed to the employee, including one additional hotel night stay, the day before or the day after the conference, if necessary.

Meals (per diem)

A standard per diem rate of \$70.00 for meal reimbursement, to include breakfast, lunch, dinner, and incidentals, shall be established by LEARN. On the first and last travel day, LEARN employees are only eligible for 75 percent of the total per diem meals' rate.

Business Meals

Employees are required to follow LEARN expenditure policies when requesting reimbursement for business meals. Original itemized receipts are required.

Business Expenses

Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on approved business travel, can be reimbursed. Original itemized receipts are required.

Parking

Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Tolls

Original receipts are required for tolls. Documentation for reimbursement of EZ Pass toll charges should be in the form of an EZ Pass printout or a copy of the employee's EZ Pass monthly statement of account. Those charges listed that are associated with the employee's work-related travel should be indicated clearly on the printout or monthly statement.

Miscellaneous Transportation

Original receipts are required for Uber, Lyft, taxi, bus, subway, metro, ferry for each occurrence.

**Business and Non-Instructional Operations**

**Non-reimbursable Travel Expenses**

The following expenses, even when associated with business travel, are not reimbursable:

- Airline club memberships
- Airline upgrades
- Business class for domestic flights or first class for all flights
- Child care, babysitting, house-sitting, or pet-sitting / kennel charges
- Commuting between home and the primary work location
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- Evening or formal wear expenses
- Personal travel or accident insurance
- Passport, vaccination, and visa fees, when not required as a specific and necessary condition of the approved business travel
- Personal reading materials
- Personal grooming services (shoe shines, haircuts, manicures, etc.)
- Toiletries, cosmetics, or other grooming products
- Expenses incurred by spouses, children, or relatives
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel in-room movies, in-theater movies, social activities, or related incidental costs
- Dry cleaning / laundry
- Global Entry and TSA Pre Check fees