

## **CABE TRAVEL AND EXPENSE REIMBURSEMENT POLICY AND GUIDELINES** *(Revised 10/2//2023)*

### **TRAVEL and BUSINESS EXPENSES:**

All travel and business expenses must be authorized prior to making arrangements by the CEO or Board officers responsible for specific budgets. CABE will cover travel costs only for staff, board members, or consultants under contract. If staff, board members or consultants are accompanied by family or friends, their costs must be covered by the individual, not by CABE.

### **HOTEL ACCOMMODATIONS**

Hotel accommodations must have prior approval before making reservations. CABE will only reimburse room rate, tax, and internet (Wi-Fi). All incidentals (i.e. phone, room service, or movies) will be the guest's responsibility. Self-parking will be reimbursed (valet parking will be reimbursed if self-parking is not available). Original receipt (photo from mobile are acceptable) is required for reimbursement. Any hotel room rate over \$220/night must be pre- approved.

### **MEALS**

Group meals, entertainment, and group activities must have prior approval before making reservations or arrangements. The original receipt must be provided for group meals, entertainment, and other activities (such as a shared taxi). The name and title of each person present, and purpose of the meeting must be indicated on the receipt.

Alcoholic drinks will not be reimbursed. Meals are reimbursed as follows:

Breakfast \$15.00      Lunch \$20.00      Dinner \$35.00      OR per Diem at \$70.00.

Lunch is not reimbursed for 1-day trips of eight or fewer hours.

### **TRAVEL ARRANGEMENTS**

Travel arrangements should be made early to receive the lower rates. If you make flights through discount websites, please make sure the airline ticket is refundable in case of cancellation. CABE will not reimburse for First Class. CABE will not reimburse for any "change fees", "no show fees", "cancellation charges", "upgrades" or "checked luggage/baggage fees" unless approved by the CEO. Any airline round-trip tickets \$400 and above must be pre-approved.

### **MILEAGE**

Mileage reimbursement will be reimbursed at the rate of \$0.655 per mile (*effective October 1, 2023\_Board approved on 9/16/2023*). A photo, or screen shot of driving mileage to and from destination is acceptable from any map/driving directions website and must be submitted with the Request for Reimbursement form. Rental car mileage is not reimbursed. Please note when using a private vehicle, the driver must have a valid California driver's license and must carry automobile insurance in accordance with California Vehicle Code Section 16020-16033.

### **RECEIPTS**

Original receipts are required for all expenditures greater than \$5.00. The receipt should indicate date of purchase, name of the vendor, name of event (i.e., meal at CABE regional conference), and name of participants (if applicable). In the case of incidental supplies, the receipt should indicate the name of the event and/or activity where supplies will be used. If a receipt is not available, missing, or lost, an affidavit must be completed and signed.

10/02/2023