

## EXPENSES AND ALLOWANCES

### PURPOSE

To provide for reasonable and systematic means for properly authorizing expenses incurred while on The Center for Family and Child Enrichment business if provided for in the budget and prior approval is authorized by the CEO or designee.

### SCOPE

This policy applies to all The Center for Family and Child Enrichment employees.

### POLICY

The Center for Family and Child Enrichment, Inc., will reimburse its employees and board members for travel expenses incurred while on official Center business, subject to the procedures contained herein.

Expenses are reimbursable when it is a part of an employee's job function. These expenses include:

### PROCEDURES

Reimbursement for travel shall be limited to those necessary expenses incurred in conducting official Agency business (i.e. reimbursement for travel must be within the limitations prescribed by

Florida law). Local travel will be reimbursed at the rate of 34 cents per mile or other rate as determined by the Florida legislature. Mileage reimbursement requests must be submitted monthly on the appropriate form. Receipts for parking and tolls must be attached to claim reimbursement. Up to 1.00 metered parking may be reimbursed without receipt. Mileage reimbursement requests must be reviewed and approved by the supervisor. No meals or lodging will be reimbursed for travel in Miami-Dade and Broward Counties.

All employees requesting reimbursement for local travel must submit, on an annual basis, copies of the certificate of insurance for the motor vehicle that is being used on the Centers business, as it is renewed.

Luncheon expenses are considered the employee's responsibility unless special luncheon expenses are incurred as a function of attendance at luncheon meetings.

Local travel expense requests must be submitted not later than the 10th of the month following the month for which reimbursement is requested.

Authorized out of County (excluding Broward County) travelers shall be reimbursed in accordance with Florida law for, lodging, and meal allowance rates as established in this policy. Lodging will be reimbursed at the actual rate of expenditure providing it is within the maximum Daily Lodging rate schedule.

Request to travel to meetings, conferences, and conventions shall be submitted on a travel request form and approved by the immediate supervisor and the President & CEO. All travel expenses are subject to the availability of funds.

When traveling to a conference or convention the employee will be allowed reasonable travel time (for reimbursement purposes) prior to and following the conference.

Request Forms must be submitted for each employee, official, or other individual authorized to travel outside of The Center for Family and Child Enrichment's immediate vicinity.

All travel requests must be submitted to the President & CEO at least seven (7) working days in advance of travel regardless of whether reimbursement of expense is anticipated. Exceptions may be granted at the discretion of the President & CEO.

Requests to attend conferences or conventions will be considered if the conference or convention will provide a direct benefit supporting the official duties of the employee, or responsibilities of the Center.

The duties of the employee seeking to attend such meeting are compatible with the objectives of the particular conference or convention. A statement of the purpose and/or benefits to be derived from the conference or convention should be shown on the Travel Request and Travel Expense Report. A copy of the agenda or program should be attached to the Travel Request.

Travelers requesting a cash advance shall indicate the amount needed on their Travel Request Form. The funds shall be disbursed by the Accounting Department upon receipt of a properly authorized form. Travel cash advance privileges will not be authorized for those individuals who failed to properly or promptly submit a Travel Expense Report.

Meals shall be reimbursed at the following rate approved by the State for meal allowances.

Breakfast	\$10.00 (providing travel begins before 6 00 a.m.)
Lunch:	\$15.00
Dinner:	\$25.00 (providing travel ends after 600 p.m.)

These may be paid in advance, as calculated using employee's travel and conference schedule as the basis for payment.

The Center for Family and Child Enrichment will reimburse necessary incidental traveling expenses such as: taxi fare, auto rental, vehicle mileage, or the cost of other modes of round transportation, ferry bridge, road and other tolls, parking and storage fees, communication expenses, convention registration fees. No personal expenses will be reimbursed.

Eligibility of reimbursement requires that a written request be submitted and approved by the Executive Director prior to incurring the expense. Reimbursement requests require approval of the supervisor and the Executive Director. Receipts must support all reported expenses. Under no circumstances will undocumented expenses be reimbursed.

All travel arrangements, i.e., hotel reservations, flight reservations, shall be made by the Executive Assistant, and shall utilize the most cost efficient accommodations available. Travel to destination by

air, bus, train, or other common carrier is separately reimbursable. All unused portions of airline, bus, or train tickets must be attached to the appropriate Travel Expense Report.

An employee traveling on official Center business and wishing to alter travel plans for personal business or pleasure, must pay the additional cost of transportation directly to the commercial carrier at the time of purchase, and will not charge such additional transportation to the Center. Time taken for personal business or pleasure must be requested as employee leave prior to the trip.

The Center does not honor per diem rates. The actual cost of the least expensive, single occupancy hotel room will be reimbursable with receipts. The hotel room may be paid in advance by the agency, subject to the availability of funds.

Where reimbursement of travel expenses is expected, travelers shall submit a Travel Expense Report approved by the President & CEO to the Account Clerk within (5) working days following their return from a trip. Travelers must submit valid receipts for their expenses. If the amount of the travel cash advance exceeds travel costs, travelers must return to the Business Manager excess funds at the time their Travel Expense Report is submitted.

Employees wishing to combine personal leave with official Center for Family and Child Enrichment business must have the written approval of the CEO. Employees traveling under such circumstances will be reimbursed at the common carrier's fare or the current mileage rate, whichever is less, and only for the portion of the travel which is clearly related to Center for Family and Child Enrichment business. Per Diem will be in effect only during the actual period of time spent on official Center for Family and Child Enrichment business.

Except under unusual circumstances and with the approval of the President & CEO, the most economical and efficient method of transportation shall be used.

The President & CEO shall have the authority to disallow any and all expense not consistent with this policy.

All questions regarding the travel policies and procedures should be directed to the accountant or the executive director.