

EMPLOYEE REIMBURSEMENT

GUIDELINES AND PROCEDURE FOR TRAVEL

General Guidelines

- Only travel expenses strictly limited to legitimate business expenses will be reimbursed. The EAA shall not incur nor reimburse any expense that conveys to any employee a significant personal benefit unrelated to the EAA's interests. Expenses deemed unnecessary and/or excessive may not be reimbursed.
- Pre-travel authorization is required in all cases. A travel proposal form must be completed, submitted, and approved by the Chancellor or General Counsel. This should be done with a reasonable amount of notice. The requisite form can be obtained from the Finance Department.
- Upon return, a travel expense reimbursement form (also available from the Finance Department) must be completed within two (2) weeks, or costs are no longer eligible for reimbursement.
- Employees should use common sense and look for the most cost-effective options when booking travel. Employees are encouraged to use aggregate travel sites such as Kayak, Expedia, and Travelocity to find the best prices.
- When booking airline tickets, hotel rooms, and car rental, employees should make reservations as far ahead of time as possible to obtain advance purchase discounts.

Airline Travel

- Employees must purchase the lowest coach fare available. Upgrades to First or Business class will not be eligible for reimbursement.
- Airline club membership is not an allowable business expense.
- Employees are allowed to keep frequent flyer miles for their own use. However, if an employee decides to use frequent flyer miles for a business trip, the EAA will not reimburse the employee for the value of the ticket.
- When parking at the airport for short-term parking, employees should park in daily, not hourly lots; for longer trips, employees should park in long-term parking. Employees should consider the use of taxi or car service to and from airports when the cost of the taxi or car is less than the cost of parking.

Ground Transportation – Rental Car

- Rental cars should only be used when other modes of transportation (taxi, train, car service etc.) are not practical or economical.
- The approved car class is intermediate (or mid-size) unless the vehicle is being used for a group of four or more employees, in which case a full-size vehicle is allowed.
- Employees renting vehicles on EAA business are required to follow all local driving regulations, including the use of hands-free devices while using mobile phones. Any citations are the responsibility of the driver.
- If employees are not covered while renting cars under their own personal auto insurance or by their credit card, they should accept the optional insurance coverage offered by rental car companies.
- To avoid additional charges, cars should be returned with a full tank of gas. The

EAA reserves the right not to reimburse employees for pre-paid fuel service options, or for refueling by the rental agency.

- Employees have a responsibility to inspect the vehicle and document any damage before it is driven off the lot and when returned. Note any damage to the vehicle before signing the contract.
- Employees have a number of online tools available for obtaining driving directions when they travel. Accordingly, charges incurred for portable or in-car navigation systems are not eligible for reimbursement.

Ground Transportation – Personal Car

- Employees should use their personal vehicle for business travel when it is less expensive than alternative means of transportation. It is the employee's responsibility to carry, at their own expense, adequate insurance for the protection of the vehicle, driver, and passengers. Employees will be reimbursed at a rate equivalent to the federal government approved rate per mile. The per-mile rate covers the cost of wear and tear, as well as other operating costs. Expenses such as car washes, gasoline, oil, and other maintenance are not reimbursable. Employees are responsible for the cost of repairs to their personal vehicle in the event of an accident as well as the cost of moving violations, parking tickets, traffic violations, etc.
- Regular commuting to and from schools is not reimbursable.

Ground Transportation – Train/Bus/Taxi/Subway

- All reasonable transportation fares in conducting EAA business will be reimbursed. You must retain original receipts for reimbursement. When taking a taxi, please ask for a receipt from the taxi driver.

Lodging

- Employees should stay in clean, safe, and comfortable accommodations. Only standard rooms should be booked. The EAA will reimburse up to the federal government per diem rate for hotels. The rate varies by location and season and should be consulted prior to travel. If no accommodations are available at the per diem rate, consult the Finance Department to determine the best course of action.

Meals and Incidentals

- The EAA will reimburse up to the federal government per diem rate for meals and incidental expenses. The rate varies by location and should be consulted prior to travel. On the first and last day of travel, employees are eligible for 75% of the per diem – pursuant to federal government rules. Receipts are required to receive reimbursement.
- Alcohol is not a reimbursable expense under any circumstances.