POLICY

Eau Claire Community Foundation
For Good. For Ever.

Approved ____1/31/2010_
Revised
____10/20/2020________

Meal and Travel Reimbursement Policy

Directors or trustees and staff members may be reimbursed for reasonable and necessary expenses incurred in connection with the foundation's charitable activities. Such expenditures fall under the heading of administrative costs and will generally count toward ECCF's minimum distribution requirement, or payout. They are expenses that are necessary for ECCF's operation and reasonable in amount. Meetings should be planned at sites that are convenient, economical and conducive to the work being done.

Meeting Locations:
Meetings should be planned at sites that are convenient, economical and conducive to the work being done. Hotel reservations at standard rooms only will be covered.

Reporting:
Reports of approved expenses include a description of each expense, its business purpose, date, place, and the participants.

Insurance:
ECCF does not pay for personal travel insurance for employees.

Meals:
Meal expenses must be reasonable and appropriate for the circumstances. As an option in lieu of providing receipts for items under this category, such as meals, employees can receive the flat per diem rate for that expense unless otherwise provided. The per diem rate guide published by the General Services Administration can be accessed at https://www.gsa.gov/travel/plan-book/per-diem-rates, standard recommended rates. For the first and last day of travel, it is the amount received on the first and last day of travel and equals 75% of the total.

Ground Travel:
When using personal vehicles for business purposes, employees must maintain their insurance coverage. Travel between home and primary office is not considered to be business travel.

Employees will be reimbursed for personal vehicle use at the standard IRS mileage rate.

If rental car is necessary, small – mid size car standards only are to be rented, with minimum of two car rentals researched. Car rental may not be necessary if the hotel provides transportation to and from the airport. Employees must retain all documents pertaining to the car rental, including gas receipts.

Airline Travel:
Trustees and staff members will fly coach class except in very special circumstances. Special circumstances require Board of Trustees approval. A minimum of two airlines will be researched for reduced rates.

Spouse Travel:
While employees may incorporate personal travel with their Foundation-related trips, any expenses associated with travel of an employee's spouse, family or friends will not be reimbursed. Any additional cost or expenses incurred as a result of personal travel, including but not limited to extra hotel nights, meals or transportation, are the sole responsibility of the employee and will not be reimbursed by ECCF.

Travel Time: The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved.

Home to Work Travel: An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

Home to Work on a Special One Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.

Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy ECCF will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

This Policy applies to exempt and non-exempt employees.

Revisions:
Approved 10.20.2020 – Ground travel includes traveling within the city limits, was exempt, meals updated, added Reporting, Travel Time, Home to Work Travel, Home to Work on a special One Day Assignment, Travel Away from Home Community.