

# **CARRA, Inc. Expense and Reimbursement Policy**

## **1. Purpose**

CARRA, Inc. recognizes that board members, officers, steering committee members, employees (“Personnel”) of CARRA, CARRA vendors/subcontractors, and others may be required to travel or incur other expenses from time to time to conduct CARRA business and to further the mission of this non-profit organization. The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of CARRA to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, CARRA expects Personnel to:

- Exercise discretion, good judgment, and fiduciary responsibility with respect to those expenses.
- Be cost conscious and spend CARRA’s money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

## **2. Allowable Expenses**

### **a) Travel**

When traveling for CARRA business, one should adhere to the guidelines and spending limits outlined below. If it is determined in advance that costs will exceed spending limits, pre-approval should be obtained from the CARRA Finance Chair. It is recognized that travel-related expenses are higher in popular destination cities (e.g. NYC, San Francisco, and Washington DC). This policy will allow for increased per-diem rates when traveling to locations with higher than average costs of living. As stated above, Personnel are expected to exercise discretion and good business judgment with respect to all expenses incurred while traveling on behalf of CARRA. Below is a list of eligible and ineligible expenses.

#### **Eligible Expenses**

- Hotel accommodations should not to exceed \$250/night unless justified by the local rates.
- Flights must be booked at least 2 weeks in advance in order to secure lower fares.
- Baggage fees
- Meals should be less than \$25 for breakfast, \$35 for lunch and \$50 for dinner (per person).
  - Alcohol is allowable if included with dinner and the total bill does not exceed the maximum allowable meal expense outlined above.
  - Tips are allowable, but cannot be more than 20% of total costs.
- Ground transportation
- Airport parking
- Internet (if needed for conduct of CARRA business)
- Mileage (if driving to the meeting/event location)
  - Reimbursement is at the current IRS rate. The current 2020 IRS rate is: 57.5 cents/mile.
  - Please submit a map detailing exact mileage with your reimbursement form as your receipt.

### **Ineligible Expenses**

- Spousal/family travel
- Business or First Class flights
  - Individuals may book a more premium seat (business class or first class) if he/she pays the difference between economy fare and the issued ticket. One must provide documentation of the fare difference.
- Airfare upgrades, insurance, change fees, or cancellations
- Rental cars (unless less expensive than regular ground transportation)
- Passport or travel visa fees

### **b) Entertainment**

Employees providing meals for CARRA members, clients, vendors or physicians should adhere to the per-person guidelines above. This implies the selection of reasonably-priced restaurants for business meetings.

### **3. Reimbursement Requests – CARRA Members**

Expenses will not be reimbursed unless the individual requesting reimbursement submits scanned copies of all receipts to be reimbursed. Small outlays and gratuities (under \$5 each) may be submitted without receipt.

Reimbursement requests should be submitted through the online form within 30 days of the completion of travel (<https://carragroup.org/carra-reimbursement-request-form>). Reimbursement requests will be administratively reviewed by CARRA staff then sent to the Executive Director for review and approval. Finance Chair to review/approve expenses of the Executive Director.

### **4. Reimbursement Requests – CARRA Staff**

In addition to the guidelines above, CARRA staff should complete and submit an Expense Report along with their receipts. The Expense Report template can be found in the electronic files.

### **5. Reimbursement Requests—CARRA Vendors and Subcontractors**

CARRA will only reimburse expenses incurred for completed travel. Expenses incurred due to trip cancellations or modifications to existing reservations are the responsibility of the vendor.