

Friends of the Minnesota Sinfonia
TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY

1. Purpose.

The Board of Directors of Friends of the Minnesota Sinfonia recognizes that board members, officers, and employees (“Personnel”) of Friends of the Minnesota Sinfonia may be required to travel or incur other expenses from time to time to conduct Company 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 Friends of the Minnesota Sinfonia to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, Friends of the Minnesota Sinfonia expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend Friends of the Minnesota Sinfonia’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. Expense Report.

Expenses over \$25.00 will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which is only required for expenses over \$25.00, shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested, must include:

- The individual’s name.
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each Company-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct Friends of the Minnesota Sinfonia’s business).
- An itemized list of all expenses for which reimbursement is requested.

3. Receipts.

Receipts are required for all expenditures over \$25.00 and billed directly to Friends of the Minnesota Sinfonia, such as airfare and hotel charges. No expense in excess of \$25.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor’s name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

4. General Travel Requirements.

A. Advance Approval.

All trips involving air travel or at least one overnight stay must be approved in advance by the individual’s supervisor; **however**, any out-of-state travel must be approved by Friends of the Minnesota Sinfonia’s Chairman of the Board or his/her designee. These conditions are null and void if said travel is in the current budget of the organization; they are then considered pre-approved.

B. Personal and Spousal Travel Expenses.

Expenses associated with travel of an individual’s spouse, family or friends will not be reimbursed by Friends of the Minnesota Sinfonia

5. Air Travel.

A. General.

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. Friends of the Minnesota Sinfonia will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.

C. Frequent Flyer Miles and Compensation for Denied Boarding.

Personnel traveling on behalf of Friends of the Minnesota Sinfonia may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

6. Lodging.

Personnel traveling on behalf of Friends of the Minnesota Sinfonia may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

7. Out-Of-Town Meals.

Personnel traveling on behalf of Friends of the Minnesota Sinfonia are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal allowance of \$38 per day and the terms and conditions established by Friends of the Minnesota Sinfonia relating to the per diem meal allowance.

8. Ground Transportation.

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Courtesy Cars

Many hotels have courtesy cars, which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Employees should take advantage of this free service whenever possible.

Airport Shuttle or Bus

Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.

Taxis

When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.

Rental Cars

Car rentals are expensive so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that advance approval has been given by the individual's supervisor and that the cost is less than alternative methods of transportation.

9. Personal Cars.

Personnel are compensated for use of their personal cars when used for Company business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Minneapolis to Milwaukee, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

10. Parking/Tolls.

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on Company business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

11. Entertainment and Business Meetings.

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed. Any business expenses over \$100 must be approved in advance by [designated officer or director] of Friends of the Minnesota Sinfonia and qualify as tax deductible expenses.

Detailed documentation for any such expense must be provided, including:

- date and place of entertainment.
- nature of expense.
- names, titles and corporate affiliation of those entertained.
- a complete description of the business purpose for the activity including the specific business matter discussed.
- vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

12. Other Expenses.

Reasonable Friends of the Minnesota Sinfonia-related telephone and fax charges due to absence of Personnel from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Finally, emergency secretarial work and/or postal charges incurred are reimbursable for the purpose of work on behalf of Friends of the Minnesota Sinfonia.

13. Non-Reimbursable Expenditures.

Friends of the Minnesota Sinfonia maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable* include, but are not limited to:

- Travel insurance.
- First class tickets or upgrades.
- When lodging accommodations have been arranged by Friends of the Minnesota Sinfonia and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Friends of the Minnesota Sinfonia
- Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Movies, unreasonable liquor or unreasonable bar costs.

- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- Participation in or attendance at golf, tennis or sporting events, without the advance approval of the chairman of the board or his designee.
- Purchase of golf clubs or any other sporting equipment.
- Spa or exercise charges.
- Clothing purchases.
- Business conferences and entertainment which are not approved by a [designated officer or director] of Friends of the Minnesota Sinfonia.
- Valet service.
- Car washes.
- Toiletry articles.
- Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- Overnight retreats without the prior approval of the chairman of the board or his/her designee.

Friends of the Minnesota Sinfonia
901 North Third Street, Suite 112
Minneapolis, MN 55401-1022
www.mnsinfonia.org