

TRAVEL POLICY

: **COALITION TRAVEL REIMBURSEMENT POLICY:**

1. This travel policy applies to employees of the Coalition.
2. Authorized Conditions for Lodging:
 1. All overnight lodging will require approval from the Executive Director.
 2. For destinations within 75 miles or less from a person's home, overnight lodging will not be reimbursed. Any exception will require the Executive Director approval based on special circumstances encountered by conference schedules and travel safety.
 3. For destinations over 76 miles from a person's home, overnight lodging will be reimbursed at actual costs plus tax up to \$175.00/per night in state and up to \$450/per night out of state. Any exception to the above total lodging costs will require the Executive Director's approval based on special circumstances encountered by lodging rates within the designated area.
3. Authorized Conditions for Transportation:
 1. The travel reimbursement amount for the Executive Director, for use of a Coalition owned vehicle, shall be limited to actual costs, as shall be verified by submitted receipts. The overall travel reimbursement amount for a personal vehicle shall be limited to the following:
 - a. A mileage allowance will be established by identifying the total mileage used with the point of beginning starting from the person's home, arriving at said destination, and returning back to the person's home. Once the person has reached their venue destination, mileage shall also include an appropriate amount allocated for traveling to and from the venue, lodging, and eating locations. Mileage shall not be granted for personal travel outside the approved mileage allowance.
 - b. The mileage allowance shall be calculated by the total mileage approved, multiplied by the prevailing IRS mileage reimbursement rate at the time of travel.
 3. Any travel requiring airline transportation and rental cars must be approved by the Executive Director and shall be reimbursed for the actual costs, plus a reasonable amount for tips not to exceed 15%.
4. Authorized Conditions for Daily Meal Per Diem's:

Key: B = Breakfast L = Lunch D = Dinner

1. Overnight Travel: For meals not provided by the venue a meal per diem will require approval from the Executive Director, meeting the following conditions:

a. Day of departure (12:01 a.m. to 6:00 a.m.)	BLD	\$55.00
b. Day of departure (6:01 a.m. to 12:00 noon)	LD	\$44.00
c. Day of departure (12:01 p.m. to 12:00 midnight)	D	\$28.00
d. Day(s) at event	B	\$11.00
	L	\$16.00
	D	\$28.00
e. Day of return (12:01 a.m. to 6:00 a.m.)		\$0.00
f. Day of return (6:01 a.m. to 12:00 noon)	B	\$11.00
g. Day of return (12:01 p.m. to 6:00 p.m.)	BL	\$27.00
h. Day of return (6:01 p.m. to 12:00 midnight)	BLD	\$55.00

2. Non-overnight Travel: For meals not provided by the venue a meal per diem will require approval from the Executive Director, meeting the following conditions:

a. Day of departure (Prior to 6:00 a.m.) and returning (Prior to 6:00 p.m.)	BL	\$27.00
b. Day of departure (Prior to 6:00 a.m.) and returning (After 6:00 p.m.)	BLD	\$55.00
c. Day of departure (After 6:00 a.m.) and returning (Prior to 6:00 p.m.)	L	\$16.00
d. Day of departure (After 6:00 a.m.) and returning (After 6:00 p.m.)	LD	\$44.00