

GREATER BOSTON CONVENTION & VISITORS BUREAU
TRAVEL AND BUSINESS EXPENSE POLICY AND PROCEDURE

PURPOSE

Travel and business expenditures by employees of the Greater Boston Convention & Visitors Bureau, Inc. require controls to ensure consistency of authorization and accountability for these expenditures. This policy and procedure covers all GBCVB employees and contracted vendors when applicable. It sets forth the requirements and procedures for travel arrangements, cash advances, and the reporting and approval of allowable expenses.

GENERAL POLICY

The GBCVB will reimburse employees for reasonable and proper expenses incurred in the conduct of the Bureau's business.

Generally, the employee traveling should provide a written estimate of the anticipated costs (e.g., airfare, hotel accommodations, meals, registration fees, etc.) for advance approval by the Department Director/Vice President/ Sr. Vice President and/or the President. (All travel expenses must be within departmental limits established in the GBCVB's annual budget.)

Prudent judgment must be exercised when incurring travel and/or business expenses. Good business practice requires that all expenditures be clearly and correctly recorded; that any unusual amount be fully explained in writing. Receipts must be provided for lodging and all other expenses for which receipts are normally obtainable. If receipts are lost or otherwise not available, a written explanation of their unavailability must accompany the expense report. Such a written explanation shall in addition to explaining why a receipt is unavailable, specify the date of the expenditure and where incurred (place of purchase). Under federal law, expenses without a receipt may be reimbursed up to \$25.

Department Directors/Vice President/Sr. Vice President and/or the President are responsible for reviewing all travel/business expenses to be charged to their budget, and for verifying that such expenses are reasonable and proper and in accordance with the GBCVB policy and within budget. Their signature on the Expense Report indicates that such responsibility has been satisfied and is required before the report will be accepted for processing by the Finance Department. The President & CEO expenses must be approved both by the Sr. Vice President and the Director of Finance.

TRAVEL ARRANGEMENTS/RESERVATIONS/ CANCELLATIONS

In some case, fares can be obtained by utilizing existing airline tickets negotiated under trade agreements made by the GBCVB. Please review this option with your respective Director, Vice President, Sr. Vice President and/or the President before purchasing any tickets. Individuals expensing their travel to a contract should not use a voucher.

Air travel must be at economy fare. First class or business class fare may only be purchased if approved by the President. If reserved seats are not included with the voucher, employees may pay in advance for a guaranteed seat.

Cancellation of reservations should be made promptly when planned arrangements are altered. Prompt notification to the online reservation service, airline, hotel, etc will assist in the resale of space and will avoid unnecessary charges to the GBCVB.

Unused airline tickets have a cash value and should not be destroyed or discarded. Unused tickets obtained via GBCVB trade agreements should be returned to the Senior Vice President of Administration.

TRAVEL ADVANCES

Travel advances will be made to employees who:

1. Submit to Finance a Travel Advance Request properly completed, signed and approved.
2. Have no previous advances outstanding.

No more than one travel advance per individual may be outstanding at one time. Exceptions must be approved by the Director of Finance and the President.

Travel advances are provided to finance an individual's anticipated travel related expenses for GBCVB business and should reflect only forecasted cash (out of pocket) expenditures. Employees should endeavor to charge major expenses on their corporate credit cards or their Director, Vice President, Sr. Vice President corporate credit card. Invoiced items requiring advance payment should be handled through PO's and/or check request.

Requests for cash advances via the Travel Advance Request, should be submitted to Finance at least ten days prior to the date the advance is required.

Supervisory approval of the Travel Advance Request documents that the intended travel expense is required for the transaction of GBCVB business and that the amount of the travel advance is consistent with the anticipated cash expenditures. A detailed written estimate of the projected costs should be attached to or shown on the Travel Advance Request.

Each employee is personally responsible for the safe keeping of funds and tickets advanced to him/her.

Travel advances must be fully accounted for by submission of an Expense Report and return of the unexpended funds within ten (10) working days of completion of travel for which the advance was issued. Failure to account for an advance within the required ten (10) day period may result in the suspension of the employee's privilege to obtain further advances and/or result in action to recover the full advance via payroll deduction.

TRANSPORTATION/TRAVEL

- **Local Transportation**

Local Transportation is considered a trip not requiring the employee to stay overnight. If an employee owns a vehicle, the employee should use his/her vehicle for such travel. The employee will be reimbursed at the current IRS **mileage rate**. Public transportation should be used for inter-city travel whenever economical and feasible. Use of taxis and or ride sharing services when other transportation is unavailable, or time does not permit. Rental cars should be used only in rare circumstances. The use of rental cars for local transportation must be approved in advance by the Department Director, Vice President, or Sr. Vice President (Rental cars when used, should be from member firms.) A copy of the approval must be attached to the Expense Report.

- **Automobile**

Use of an employee owned vehicle is allowed for local transportation to and from a business-related activity. The Bureau will reimburse employees for mileage between the GBCVB office and other locations visited on GBCVB business.

Mileage between home and work or vice versa is a personal expense which is not reimbursable. A Vice President/Sr. Vice President and/or the President may under certain conditions (e.g. required to work for an emergency outside his/her normal working hours) deem it appropriate to reimburse an employee for commuting expense to and/or from home.

Mileage to and from home and the airport when taking an air trip on GBCVB business is reimbursable. An explanation of the mileage for each trip should be included on the Expense Report. The explanation should describe the trip, and the business purpose.

Automobile transportation is reimbursed at the current GBCVB rate per mile, plus parking and tolls. The GBCVB mileage rate is an all-inclusive rate covering reimbursement of all operating expenses including gasoline and insurance, maintenance and rental cars. Damage to an employee's car while on GBCVB business is the employee's responsibility. The amount to be reimbursed for the use of a personal automobile may not exceed the cost of alternate means of transportation. (e.g. economy air fare).

GBCVB mileage rate is reviewed annually at which time the Director of Finance will issue a memorandum stating the GBCVB rate per mile. The current Mileage rate, effective January 1, 2018 is .54.5 per mile.

Car Rental for Non-Local Transportation

Rented vehicles normally should not be used unless the cost is less than that of other available transportation, such as taxis, ride share options or airport limousines, or circumstances make a rented vehicle the most reasonable means of transportation.

Prudent judgement should be exercised in the type and size of vehicle rented. Subcompact cars are preferable when there are no passengers or just one passenger.

Arrangements should be made in advance and approved in writing by the Department Director, Vice President or Sr. Vice President. A copy of the approval must be attached to the Expense Report. Arrangements should be made through one the GBCVB's member car rental firms.

Parking and tolls are reimbursable. Accidents involving a rental car should be reported to the rental agency, local authorities as required and the Finance Department via a copy of the accident report and/or memorandum explain the circumstances.

LODGING

Lodging is reimbursed at actual cost based on submission of receipts. Accommodations should be reasonably comfortable and sufficiently convenient to the place of work or meeting to minimize the cost of local transportation.

Luxury suites are not allowed unless upgrade at no additional charge.

- **Meals**

Meal expenses must be reasonable, and receipts must be attached to the Expense Report. Employees expensing their meals to a contract should not exceed the authorized limit for meals per day. Employees should be cost conscious in their choice of restaurants. GBCVB restaurant members should be utilized whenever possible and meal expense is to be consistent with the level and purpose of business activities being conducted.

Where meal expense includes meals for guests, the business purpose and name, title and business affiliation of the individuals present must be stated on the expense report. An identifiable business purpose must be documented. An explanation of "Business Lunch" in and of itself is not acceptable.

Where any meal cost is somewhat high, the employee should attach to the Expense Report a written explanation of cost to satisfy the documentation requirement. Meal expense incurred

with respect to outside business associates/guests for business discussions or sales and marketing, and which is directly related to the conduct of GBCVB business is reimbursable.

Business lunches/meals involving GBCVB employees only, in a non-travel status are not reimbursable unless the business purposes and anticipated expenditure are approved in writing by the President. A copy of the written approval must be attached to the expense report. An identifiable business must be documented on the Expense Report when meal expense is incurred in the local area (non-travel) (e.g., meal expense at a meeting of professional or service organization). A list of the attendees for whom reimbursement is requested must also be included.

SEMINARS/ CONFERENCES

When the purpose of travel is to attend a conference, seminar workshop or instructional session, a copy of the program/announcement/brochure, etc. must be attached to the Expense Report.

Written approval must be obtained from the Senior Vice President or the President before a registration is submitted for a professional seminar/conference.

Prudent judgement is to be exercised in the selection of a seminar vis-à-vis the location of the seminar. Given a choice of seminar location, it is expected that the seminar resulting in the lowest travel costs will be selected.

*****OTHER ALLOWABLE/REIMBURSABLE EXPENSES*****

- **Gratuities**

Reasonable, but not excessive. 20% is considered the norm. If the custom of the host city/country dictates a gratuity greater than 20%, this should be noted on the Expense Report. Tips for meals should be included in the meal charge on the Expense Report.

- **Baggage Handling Tips**

Allowable amount is \$2.00/bag

- **Housekeeping Gratuity**

Based upon room rate - \$2-\$5 per day

- **Expenses for Banquets/Charitable Events**

Expenses for participation by Bureau employees in banquets of charitable events will be authorized on a case-by-case basis by the President.

- **Annual Credit Card Fee**

An annual corporate credit card fee is reimbursed to employee who travel/ entertain frequently. Reimbursement is limited to the fee for one card per year.

*****Non – Reimbursable Expenses*****

The following expense items are **NOT** allowable/ reimbursable as noted:

- Commuting Expense To and From work- This includes commuting expense to and from work location in the Greater Boston area. For instance, commuting expense to a day-long seminar held locally is not reimbursable. Exceptions are allowable where an employee's commuting expense to attend professional meeting, conference or seminar is higher than that of his/her commuting expense to the home office location.
- Fines for Traffic/ Parking Violations
- Damage to an Employee's Personal Vehicle While on GBCVB Business- The mileage allowance includes insurance therefore damage to an employee's vehicle while on GBCVB business is the employee's responsibility and is not reimbursable by the GBCVB.
- Medical expenses-No medical expenses are reimbursable on the Expense Report. All such related requests for reimbursement should be directed to the appropriate health insurance carrier or Flexible Spending Account.
- Cleaning and Laundry- except for extended travel over three days.
- Flowers-flowers for funerals, or hospitalized employees are not reimbursable on an individual basis. Arrangements must be approved by a Department Director or Vice President and or Sr. Vice President.
- Personal Entertainment-Including in-room movies at hotels and Health Club fees while travelling.
- Purchased Items/Services of a Personal Nature
- Loss/Theft of Damage to Personal Baggage/Effects, /Cash (including cash advance), Airline Tickets, etc.
- Employee Farewell Gifts/Event- The policy for Internal receptions and gifts for retiring/terminating employees should be reviewed with the Human Resources Coordinator.
- Personal Occasions- e.g., birthdays, weddings, maternity leaves, etc.
- Department Holiday Parties/lunch
- Unexplained or Unaccounted For Expenses.