

Peaceful Valley Donkey Rescue Expense Policy

The purpose of this memo is to define Peaceful Valley Donkey Rescue's (PVDR) policy specific to business travel, employee accountability for PVDR funds and expense reimbursement. This policy applies to all PVDR employees and volunteers. The head of the Fraud Committee is responsible for the final interpretation of this Corporate Expense and Travel Policy.

What is Business Travel?

Business travel is any trip directly related to the operation of PVDR that takes an employee or volunteer away from their regular place of work and meets one of the below criteria:

- Requires air travel
- Requires driving more than 250 miles round trip

Things not considered business travel and therefore not eligible for reimbursement:

- In-town trips for feed, supplies, or other PVDR-related "errands"
- Other travel similar to the above

All business travel on behalf of PVDR (including mileage reimbursement, airfare, car rental and lodging) must be approved in advance by the Executive Director. PVDR policy requires purchasing the least expensive gas; booking the lowest airfare, room rate, or rental car rate whenever possible.

Use of PVDR Credit Cards

For PVDR-related travel PVDR credit cards may be used for hotels. They may not be used for meals. Employees should use either cash or personal credit cards for meals and then submit receipts with their expense reports for reimbursement.

Expense Reports

To request reimbursement for expenses incurred in the normal course of business, expenses must be itemized on the PVDR expense report form.

Receipts are required for all expenses in excess of \$15. Receipts must be original and must include sufficient information to establish the amount, date, place and the essential character of the expenditure.

- Expense reports must be approved by the PVDR Controller
- Expenses over the limit set by the Audit Committee must also be approved by the Executive Director.
- Employees are responsible for any delinquent charges incurred due to late submission of expense reports.
- Employees should always make and retain copies of submitted expense reports.

Reimbursable Expenses

The following types of expenses, if incurred in compliance with this policy and while on PVDR business, are eligible for reimbursement:

- Car rental
- Hotel accommodations
- Laundry services (for trips greater than 6 working days)
- Meals
- Gasoline for PVDR or, when pre-approved by the Executive Director, personal vehicles
- Other transportation (railroad, bus, taxi/shuttle, limousine)
- Reasonable tips/gratuities
- Business telephone calls
- Tolls and parking

Non-Reimbursable Expenses

Certain expenses incurred while traveling or conducting company business are not eligible for reimbursement by the company. Examples include:

- Fines for traffic violations while on company business
- Damages to an employee's vehicle while on company business
- Loss of personal property while on company business
- Loss of cash advance, or personal funds
- Cost of personal credit cards
- Purchase of life insurance during travel
- Purchase of clothing and other personal items such as haircuts, shoe shines, newspapers, magazines, tobacco, alcohol, etc.
- Purchase of in-room movies and entertainment
- Medical expenses (other than emergency care)

Lodging

With regards to hotels, PVDR wants our employees to stay in clean, safe hotels while being mindful of controlling costs. Whenever possible La Quinta Hotels should be used. When not possible employees must book similarly priced hotels for the city in which they are staying. Employees traveling to conferences or meetings may book at the conference/meeting hotel with prior approval from the Executive Director.

Personal Meals

Meal expenses incurred while on company business are eligible for reimbursement within reasonable limits. "Reasonable" is a matter of judgment as the cost of meals will vary by location. Meals attended by multiple employees should be paid for and submitted for reimbursement by the most senior employee present. The names of attending parties must be made apparent on the receipt or expense report.

- For rescue-related travel exceeding 4 hours the meal rate is \$11.00
- For rescue-related travel exceeding 8 hours (but not requiring an overnight stay) the meal rate is \$35.00
- The meal is \$45 per day for overnight trips.

Meals and Entertainment

- Expenses incurred for meals attended by non-employees (i.e. donors, vendors, business associates, etc.) are eligible for reimbursement within reasonable limits. "Reasonable" is a matter of judgment as the cost of meals will vary by location.

Meals should be paid for and submitted for reimbursement by the most senior employee present. Per IRS regulations, the names, titles and organizations of attending parties must be made apparent on the receipt or expense report in order for the company to deduct the expense for tax purposes. As such, meal expenses lacking these supporting details may be denied for reimbursement.

Laundry Expense

- Laundry expenses are normally not permitted for trips of five working days or less. However, if laundry expense is justified for business reasons in connection with trips of five working days or less, an explanation should be enclosed with the expense report.

Policy Exceptions

- Any exceptions to this policy will be evaluated on a case-by-case basis. If travel plans deviate from the policy as outlined above, or if there are concerns regarding the policy as written, please contact Scott Jewett (scott@donkeyrescue.org) to discuss any issues.