

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

As approved by the Executive Board: effective August 29, 2011

ARTICLE I. PURPOSE

1. The Executive Board Members of HAWAI'I ASSOCIATION FOR COLLEGE ADMISSION COUNSELING (HACAC) recognizes that board members of HACAC may be required to travel or incur other expenses from time to time to conduct Association 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) a uniform and consistent approach exists for the timely reimbursement of authorized expenses incurred by Executive Board Members. It is the policy of HACAC to reimburse only reasonable and necessary expenses actually incurred by Executive Board Members.
2. When incurring business expenses, HACAC expects Executive Board Members to:
 - a. Always seek employer support first.
 - b. Exercise discretion and good business judgment with respect to those expenses.
 - c. Be cost conscious and spend HACAC's money as carefully and judiciously as the individual would spend his or her own funds.
 - d. Report expenses, supported by required documentation, as they were actually spent.

ARTICLE II. REIMBURSABLE TRAVEL

1. The following qualify for reimbursable travel:
 - a. HACAC Executive Board Meetings for outer island board members.
 - b. NACAC (National Association for College Admission Counseling) Annual Conference for President, President Elect, Past President and Delegate.
 - c. All other travel undertaken at the request of the HACAC President.

ARTICLE III. EXPENSE REPORTS

1. All requests for reimbursement shall be made using the HACAC Reimbursement Form. The Expense Report shall be submitted within two weeks of the completion of travel (if travel reimbursement is requested) and must include
 - a. The individual's name
 - b. If reimbursement for travel is requested, the date, origin, destination and purpose of the trip.
 - c. The amount of each expense categorized under the appropriate Expense Report line item with supplemental description, if needed.
2. All expense reports must be signed and dated by the Treasurer and President.

ARTICLE IV. RECEIPTS

1. Receipts are required for all expenditures in excess of \$25. No expense in excess of \$25.00 will be reimbursed to Board Members 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).

ARTICLE V. GENERAL TRAVEL REQUIREMENTS

1. Personal and Spousal Travel Expenses. HACAC Board Members may incorporate personal travel or business with their Association-related trips; however, individuals shall not arrange Association travel at a time that is less advantageous to HACAC or involving greater expense to HACAC in order to accommodate personal travel plans. Any additional expenses incurred as a result of

personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by HACAC. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by HACAC.

ARTICLE VI. REIMBURSABLE EXPENSES

1. The following expenses are considered reimbursable:
 - a. Airfare. The lowest available coach fare should be booked (e.g. 21 day advance purchase). Board meeting dates are published well in advance allowing for timely reservations. For events not associated with an approved conference or board meeting (e.g. chapter visits or other association conferences), advance approval of the President is required and a determination as to whether air or an alternative mode of travel will be made. Costs related to upgrades utilizing frequent flyer miles are not reimbursable. Delays (weather, mechanical) in travel beyond the control of the individual will generally be considered reimbursable, however a full justification/explanation and appropriate documentation must accompany the expense report.
 - b. Lodging. For official HACAC travel to Board meetings (and attendance at related conferences), Leadership and other National Office organized events, HACAC negotiates specific hotel rates (Corporate and Government). These are the only acceptable rates for reimbursement, unless the traveler has secured a lower rate through their own efforts. Reservations must be made prior to the room block cut off date if the traveler is utilizing the rates negotiated by the National Office. If the Officer or Director fails to make the reservation prior to the cut off date and incurs a higher rate, reimbursement of the delta cost is at the discretion of the President. If the Officer or Director chooses to stay at a hotel other than the approved conference hotel(s), only the amount of the negotiated rate at the approved hotel(s) will be reimbursed toward the stay at the alternative lodging . Lodging for travel requested by the National President (other than the meetings previously addressed herein) shall be booked prudently and reasonably.
 - c. Transportation. (i) – If by personal car the current IRS mileage rate should be used. The cost should not exceed the lowest available airfare, plus necessary ground transportation. (ii) – Reimbursement for the use of rental cars is not authorized unless they are required for HACAC business or are less expensive than the normal mode of transportation. Advance approval by the President is required. Rental cars must be refueled prior to return. (iii) – Transportation to and from the airport to hotels should be by the lowest cost available – i.e. – hotel/airport shuttle, metro, taxi.
 - d. Parking/Tolls. Parking costs and tolls incurred when using your personal vehicle or authorized rental car are reimbursable.
 - e. Meals. Meal costs, including tip, up to the government per diem (for the applicable area) per day are authorized. Exceptions to this limit are occasions when the President or authorized designee hosts members of the Board, conference speakers, or honored guests. Every care should be taken to ensure that costs are kept to a reasonable level.
 - f. Airport Parking. Airport parking costs are reimbursable. Individuals should select the lowest cost option.
2. Non-Reimbursable Expenditures. HACAC 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 organization. Expenses that are NOT reimbursable include, but are not limited to:
 - a. Personal alcohol
 - b. Fees for upgrades of air, hotel and auto costs
 - c. Entertainment
 - d. Personal travel during an HACAC trip

- e. Spousal expenses
 - f. Limousine travel
 - g. Business conferences which are not approved by the President or Executive Director
 - h. Laundry service (Use is sometimes valid at longer conferences – e.g. World Congress)
 - i. Traffic citations
 - j. Auto repairs
 - k. In-room movies, costs for use of hotel gym, massage or sauna
 - l. Valet parking (Unless there is no “self-park” option or self-parking is an unsafe option)
 - m. In-room internet access for personal, non-business related use
3. All claims must be approved by the President prior to reimbursement.

ARTICLE VII. EXCEPTIONS

- 1. Exceptions to this policy must have the prior written approval of the President.