

TRAVEL & EXPENSE POLICY



Revised July 1, 2026

Table of Contents

EXPENSE VOUCHER.....	2
RECEIPTS.....	2
RESPONSIBILITY.....	2
REIMBURSEMENT PROCEDURES.....	3
MEALS/ENTERTAINMENT EXPENSES	4
<i>Personal Meal Expenses</i>	<i>4</i>
<i>Breakfast: \$25.00 Lunch: \$30.00 Dinner: \$45.00.....</i>	<i>4</i>
<i>Tipping for Meals.....</i>	<i>4</i>
TRANSPORTATION	4
LODGING.....	5
<i>Internet Access at Hotel/Venues.....</i>	<i>5</i>
<i>Public Wi-Fi Security Precautions:.....</i>	<i>5</i>
GROUND TRANSPORTATION.....	7
RENTAL CAR POLICIES	7
REIMBURSEMENT FOR PERSONAL CAR USAGE IN THE U.S. ONLY	8
PARKING/TOLLS.....	8
SPECIAL POLICY EXCEPTIONS	8

Founder Region Reimbursement Policies

Purpose of Policy

The Board of Directors of the Founder Region, Soroptimist International of the Americas, Inc. (hereinafter referred to as “Founder Region”) recognizes that board members, officers, and authorized members of Founder Region may be required to travel or incur other expenses from time to time to conduct organizational business and to further the mission of this non-profit organization. The purpose of this policy is to ensure that adequate cost controls are in place, Travel and other expenditures are appropriate, and a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by members is provided. It is the policy of Founder Region to reimburse only reasonable and necessary expenses actually incurred by members. When incurring business expenses, Founder Region expects members to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost-conscious and spend Founder Region’s money as carefully and judiciously as the individual would spend their own funds.
- Report expenses, supported by required documentation, as they were actually spent.

Expense Voucher

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Founder Region expense voucher (hereinafter referred to as “expense voucher”). The Expense Voucher is a self-calculating document.

Receipts

Original receipts are required for all expenditures billed directly to Founder Region such as airfare and hotel charges. Digital receipts are acceptable. No expense of \$50.00 or more will be reimbursed to members unless the individual requesting reimbursement submits with the expense voucher original 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).

Additional documentation is required for the following expenses (if not contained on the receipt):

- Lodging - hotel folio (e.g. itemized bill)
- Car rental (must include daily rate, total amount and dates)
- Conference/conventions/events (attending or hosting)
- Passport and travel visa expenses (must include the business reason for travel to destination)
- Airline travel – (electronic ticket receipt with travel itinerary)

Note: Restaurant Tear Tabs are not acceptable as receipts.

For expenses without receipts or other required documentation, a full justification must be documented on the expense voucher with the Missing Receipt Affidavit Appendix B.

Responsibility

The member is responsible for complying with the Founder Region travel and expense policy. The individual responsible for approving the member’s expense voucher is responsible for carefully scrutinizing expense vouchers for compliance.

Founder Region will reimburse members for all actual, reasonable and necessary expenses while traveling on authorized business, subject to Founder Region's travel and expense policy. Each member is required to submit their own authorized business expenses. Founder Region is not obligated to reimburse members for expenses that do not comply with Founder Region's travel and expense policy. Any questions on this policy should be referred to the Governor for clarification before the expense is incurred.

Compliance

- Non-compliance with the travel and expense policy may result in:
 - Delay of reimbursement.
 - Denial of reimbursement for eligible expenses.
 - Possible disciplinary actions up to and including dismissal from the board or committee in accordance with Founder Region Bylaws and Procedures for abuse, fraud, or repeated non-compliance with policy guidelines.

Cash Advances

Soroptimist Founder Region will not issue cash advances.

Reimbursement Procedures

All region board members' and committee members' expense vouchers are submitted to the Founder Region Governor. Approved reimbursements to members are processed by the Founder Region Treasurer.

Out-of-pocket Reimbursements

Out-of-pocket expenses (cash items) and those expenses charged on a personal credit card will be reimbursed via check to the member. Members are responsible for making direct payment to their credit card provider in a timely manner to avoid late/delinquent fees, which are non-reimbursable.

Timing for Expense Voucher Completion and Submission

Members using personal credit cards must submit within 30 days of use. This includes members using Founder Region credit card.

Meals/Entertainment Expenses

Personal Meal Expenses

Personal meals are defined as food and beverage expenses incurred by a member while traveling out-of-town with an overnight stay on Founder Region business.

The total amount of the expense includes only the member's meal and tip

Alcoholic beverages will not be reimbursed. Best practices call for a separate tab for these expenses. Meal expenses will not be reimbursed when other meal arrangements are provided. For example, a luncheon or breakfast is included with an event.

Founder Region allows the following meal allowances with a maximum per day of \$100.00 (exclusive of taxes and tips) for 3 meals. A *suggested* amount would be:

Breakfast: \$25.00 Lunch: \$30.00 Dinner: \$45.00

NOTE: individual meal allowances may be exceeded as long as the total per day does not exceed the maximum per day allowance

Tippling for Meals

Room service and restaurant meal tips included on meal receipts are reimbursable. Reimbursable tips are no more than 20% of the bill unless the restaurant has automatically calculated a specified gratuity.

The total cost of meals, tips and room service charges must not exceed the daily maximum personal meal guidelines. Cash tips will not be reimbursed for corporate credit card transactions unless a detailed, itemized receipt is provided.

Tips for international travel meals are only reimbursed if tipping is customary in the country being visited.

U.S. Per Diem

Per diem is defined as a daily amount given to members for meals and other incidentals. In and of itself, per diem is not allowed. Only actual expenses with receipts are reimbursable.

Transportation

Obtaining Travel Authorization

All trips involving air travel or at least one overnight stay must be associated with the published Region calendar or be approved in advance by the Region Governor for all business travel. A trip is necessary only if the trip objective cannot be accomplished by other means such as audio/visual conferencing platform and the potential benefits of the trip justify the expense. Supporting documentation may be required on request to show it was the least expensive form of travel.

Group and Meeting Travel Reservation Procedures

Meeting travel or a trip that has a group of 10 or more people traveling to the same destination could potentially obtain a discount on their travel expenses. Members participating in group and/or meeting travel are required to contact the Region Governor or Region Treasurer for booking instructions.

Personal and Spouse/Companion Travel Expenses

Individuals may combine personal travel with Founder Region business travel, provided it does not increase cost or disadvantage Founder Region. Any additional expenses resulting from personal travel—including extra lodging, meals, stopovers, or transportation—are the sole responsibility of the individual and are not reimbursable. Expenses for spouses, family members, or companions are not reimbursed; companions may accompany a member at the member's own expense.

Air Travel

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

Frequent Flyer Miles and Compensation for Denied Boarding. Members traveling on behalf of Founder Region 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.

Lodging

Hotel Accommodations

Founder Region will pay for members shared hotel accommodations. When the number of members attending the event is an odd number, the highest-ranking officer will be accommodated for a full room rate reimbursement. Members traveling with family or friends will pay the family/friend's shared cost of the hotel accommodation.

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. Members shall make use of available negotiated and group discount rates for hotels when available.

Internet Access at Hotel/Venues

Reasonable internet charges are reimbursable only when required for official Founder Region business and when complimentary service is not available. An itemized hotel folio and stated business purpose are required for reimbursement.

Public Wi-Fi Security Precautions:

Members must use the Founder Region approved **Virtual Private Network (VPN)** when accessing Region email, financial systems, cloud storage, or confidential information while traveling. Use of public or hotel Wi-Fi without the VPN is not permitted. Failure to comply may result in denial of reimbursement. The Treasurer will provide VPN access.

Tippling for Hotel Services

Tips for the following hotel services are reimbursable:

Room Housekeeping service - up to \$5.00 per day

Bellhop service – up to \$3.00 per bag at check in and check out.

Direct Billed Hotels

Events that are set-up as direct billing are the responsibility of the Region Governor, or Founder Region Treasurer. Only room and tax may be directly billed.

The Region Governor books/or approves of hotel rates prior to booking. Rates will be a reasonable “average” rate for the area. In the event of conferences or conventions the room will be booked at the venue at the prevailing rate.

Conferences/Conventions/Event Expense

Members approved to attend a conference/convention should book their hotel accommodations unless pre-arranged by the Founder Region Governor, or Founder Region Treasurer.

Hosting Conference Events

Events at Hotels - may be charged to a master account and paid by the Region’s corporate credit card if **authorized by the Founder Region Governor in advance**. A printed copy of pre-approval must be included with the hotel folio.

Members may only charge their room and tax to the master account.

The hotel must agree to charge only the member’s room and tax.

Individuals who coordinated master billing or used the Region credit card must submit an itemized hotel folio.

The hotel must agree to charge any other expenses incurred by a member to the member’s personal credit card.

The expense reimbursement request for the member’s other incidentals (e.g. meals, phone, etc.) must be submitted, if business-related, on the member’s individual expense voucher.

Other charges on the master account (e.g. banquet charges, conference fees, audiovisual equipment, meeting rooms, food for conference participants, etc.) must be:

- Itemized
- Adequately explained as to the business purpose
- Include a list of participants, same as the requirement for expense vouchers.

Hotel Upgrades

Members may accept room upgrades to suites or executive floor rooms only if the upgrade is at no additional cost to Founder Region.

Hotel Cancellation Procedures

Members are responsible for canceling hotel rooms and must contact the hotel directly to cancel any reservation or have the person who made the initial reservation handle the cancellation. Cancellation deadlines are based on the local time of the property.

Members are encouraged to request and record the cancellation number in case of billing disputes. Members are held responsible and will not receive reimbursement for “no-show” charges unless the charge was a result of Region business preventing the member from canceling the reservation within the hotel’s policy timeline.

Hotel Frequent Guest Programs

Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a given number of paid room nights at the hotel. Members may retain awards from such programs for personal use. However, participation in these programs must not influence hotel selection. Any membership fees associated with joining these programs are not reimbursable.

Ground Transportation

Members 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. Members 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.
- **Uber, Lyft or Taxi:** Choose the most economical of the three and based on convenience.

Rental Car Policies

Members may rent a car at their destination when it is less expensive than other modes of transportation such as taxis, airport limousines, and airport shuttles.

Prevailing rates shall apply and must be approved prior to rental by Governor.

Members must reserve the smallest size car that meets their needs, up to a full-size vehicle. Members may book a class of service one-level higher if:

- The member can be upgraded at no extra cost
- Three or more members are traveling together
- Transporting Soroptimist VIPs

- Cars in the authorized category are not available
- Transporting excess baggage, such as booth displays
- Member has a pre-approved medical reason (e.g., a driver with disabilities)

Rental Car Fuel

Do not accept the fuel option from the rental car agency. Refuel the vehicle prior to return.

Rental Car Insurance

Rental car insurance is included on credit card benefits and/or personal vehicle insurance coverage. Therefore, members can purchase extra insurance coverage if desired, but will not be reimbursed for insurance coverage except when:

- Coverage is outside the United States
- Coverage is needed for additional drivers
- Driver(s) under 25 years of age
- International - Members must ask if the corporate rate includes insurance when renting cars in a foreign country. If insurance is not provided, it should be purchased.

Personal Car Usage Policies

Members may use their personal car for business purposes if it is:

- Less expensive than renting a car, taking a taxi or alternate transportation
- Timelier than taking public transportation
- For transporting organization goods for delivery

It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers.

Reimbursement for Personal Car Usage in the U.S. only

When using a personal automobile for region business travel, members are reimbursed at a rate not to exceed the Internal Revenue Service (IRS) allowable rate for travel to and from business destinations. The current Founder Region board-approved rate is \$0.70 per mile.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by members traveling on Founder Region business will be reimbursed.

On-airport parking is permitted for short business trips. For extended trips, members should use off-airport facilities.

FasTrak bridge crossings are reimbursable at the known bridge rate without a receipt.

Special Policy Exceptions

While expected to be occasional in nature, in those instances where expenditures addressed in this policy do not conform to the stated policy, special exceptions made on a case-by-case basis will require the approval of the Founder Region Governor.

Any exceptions to this policy must be documented by the member on the expense voucher.