

GOODWILL INDUSTRIES OF NORTHWEST NORTH CAROLINA FINANCE/ACCOUNTING MANUAL	Reference No. FA-200-015	Page: 1 of 4
		Publication Date: 11-1-2000
		Revised Date: 10/27/2016
SUBJECT: TRAVEL EXPENSE REIMBURSEMENT		

POLICY STATEMENT

Goodwill Industries of Northwest North Carolina, Inc. reimburses employees for ordinary, necessary and reasonable expenses incurred on its behalf while transacting Goodwill business.

PROCEDURES

I. OVERVIEW

Goodwill's expense reimbursement plan is an accountable plan under the Internal Revenue Service Code. Accordingly, all interpretations and modifications of the policy are made with that understanding. Employees traveling on Goodwill business should electronically complete the monthly expense/travel voucher form on the employee intranet after completion of the trip in order to receive reimbursement for expenses incurred.

II. WORK INSTRUCTIONS

A. GENERAL INSTRUCTIONS

1. MONTHLY EXPENSE/TRAVEL VOUCHER is available on the intranet under the finance tab and should be completed when traveling out of town or overnight on Goodwill business.
2. All Expenses related to a particular trip (i.e., air fare, auto rental, food, hotel expenses, etc.) should all be listed on the report, so that the total cost of the trip will be reflected on this form.
3. Expenses should be broken down by day into expense category.
4. Reimbursement of any expenses not substantiated within 60 days must be treated as wages in accordance with IRS requirements. If an expense, not substantiated within 60 days is approved for payment, it will be paid in full by Accounts Payable and appropriate withholdings withheld from the subsequent payroll.
5. Receipts are required for the following:
 - a. All Hotel Bills (Itemized listing of charges)
 - b. All transportation charges (airplane, car rental, etc.)
 - c. Meal Expenses
 - d. Other Business Expenses

GOODWILL INDUSTRIES OF NORTHWEST NORTH CAROLINA FINANCE/ACCOUNTING MANUAL	Reference No. FA-200-015	Page: 2 of 4
		Publication Date: 11-1-2000
		Revised Date: 10/27/2016
SUBJECT: TRAVEL EXPENSE REIMBURSEMENT		

6. Purpose of travel and other expenditures must be explained on the expense report showing the following:
 - a. Time - date of business discussion
 - b. Place - Place of business discussion
 - c. Business purpose - reason for expenses
 - d. Business relationship - identification of persons involved including name, title, company or other designation sufficient to establish business relationship.
7. When personal charges are involved in the expenditures, a personal check to reimburse Goodwill should accompany the expense report or a deduction made on the report.

B. TRAVEL GUIDELINES

1. **Travel** - Method of travel must always be reported when out-of-town expenses are incurred. When employees travel together and only one incurs expenses, the other employees make explanation on their expense report.
 - a. Personal Auto - Employees are encouraged to use public transportation where possible on trips. In instances where schedules or other extenuating circumstances will require the use of personal cars for company business, Goodwill will reimburse the employee at the lower of prevailing standard mileage rate used by Goodwill in that year or the tourist air fare to the destination.

Goodwill neither insures against nor assumes responsibility for public liability, property damage or collision damage by or to an individual's personal automobile. It is the responsibility of the individual using his own automobile on company business to determine whether their insurance coverage is adequate. The employee is responsible for any non-insured damage to their automobile.

Mileage charges for personal use of automobiles driven to airports, business meetings, and company facilities other than the employee's assigned location are to be charged as follows:

GOODWILL INDUSTRIES OF NORTHWEST NORTH CAROLINA FINANCE/ACCOUNTING MANUAL	Reference No. FA-200-015	Page: 3 of 4
		Publication Date: 11-1-2000
		Revised Date: 10/27/2016
SUBJECT: TRAVEL EXPENSE REIMBURSEMENT		

The lesser of the actual distance between the employee's assigned location and the airport, meeting, etc. destination OR the actual mileage from the employees home to the airport, meeting, etc. destination.

Mileage will be paid from a Goodwill location or employee's home to a specified site, if performing work-related tasks (i.e., job development calls or to purchase supplies in preparation for an event). Mileage paid does not include mileage for purchases made incidentally during a personal shopping trip or if job development or placement inquiries happen while the individual is out for personal business.

- b. Rental Cars - When leasing a vehicle, do not take the insurance offered by the vendor for rental cars. Goodwill's liability insurance covers rental vehicles for anyone transacting business on Goodwill's behalf.
 - 1) Rental vehicles should be used only when other travel arrangements can not be made (i.e., taxis, limousines). Rental vehicles should be approved by the immediate supervisor prior to trip.
 - 2) Air Fare - Coach or special economy fare accommodations will be used on all flights unless approved in advance by the President. All airline reservations are to be made by the Executive Coordinator.
- 2. Meals** - Meal expenses are normally reimbursable only when traveling out of town overnight. Exceptions will be made for persons traveling away from normal base of operations. When travel requires leaving home two hours before normal starting time or arriving home two hours after normal quitting time, breakfast and/or dinner will be allowed.
- a. Per diem meal expenses should not exceed \$50.00 and should reflect local market expenses for that area. Exceptions can be granted at discretion of supervisor when market conditions merit.
 - b. Meal expenses should include tips--no more than 15%. Employees are welcome to tip more at their own expense.
 - c. Receipts should accompany all meal reimbursements.
 - d. For overnight travel, when leaving home at normal hours in the morning, breakfast expense **will not** be allowed. When returning home in early evening at normal hours, dinner expense **will not** be allowed.

GOODWILL INDUSTRIES OF NORTHWEST NORTH CAROLINA FINANCE/ACCOUNTING MANUAL	Reference No. FA-200-015	Page: 4 of 4
		Publication Date: 11-1-2000
		Revised Date:
		Revised Date: 10/27/2016
SUBJECT: TRAVEL EXPENSE REIMBURSEMENT		

- e. For structured, required events, employees will be reimbursed for in town meals. Business should always be the primary focus for any in town reimbursement request. All employees should practice good judgment and discretion.

-- Requests for this type reimbursement are to be shown on local travel forms and reflect purpose for the business meal, who attended, and where it was held. All other reimbursement requests are to be accompanied by a receipt.

3. Miscellaneous Items

- a. Goodwill reimburses/pays expenses for ordinary, necessary and reasonable expenses incurred on its behalf. Employees are not expected to suffer financially in transacting company business. Every employee is expected to use their best judgment in applying a test of reasonableness before incurring an expense.
- b. Goodwill will pay for one personal call of reasonable length a day when an employee is traveling on business.
- c. All documented business phone calls will be reimbursed while away from home.
- d. The company will not pay for personal entertainment such as in room movies, etc.

C. Approvals:

- 1. All employees must sign their expense report to certify the reported expenses are for legitimate and necessary company business.
- 2. An employee's expense report will be electronically forwarded to their supervisor for formal review and approval. **Accounts Payable will only issue payment from an expense report submitted electronically.** Faxed copies or duplicate copies are not acceptable for processing.
- 3. **No one can approve** their own travel expenses regardless of approval level. The president's out of town travel expense reports are approved by the Board Chairperson or any board member.

Approved By
Vice President _____

President: _____

Date: _____

Date: _____