

## Employee Travel and Expense Reimbursement Policy

When WUI Employees are asked to travel to program workshops, WUI will reimburse for reasonable and customary travel.

Non-exempt employees are eligible for travel time compensation to/from workshop location.

To be fully reimbursed for receipts for public transportation, parking, and toll expenses incurred during travel, they must be included with expense report.

Mileage reimbursement will be made at the current IRS travel rate. Every January, you will be notified of that year's IRS travel rate. Kindly include mileage amount in total.

When WUI Employees are asked to travel outside of their region, WUI will reimburse for reasonable and customary travel expenses.

WUI expects that travel expenses should not exceed \$1,000\* for any WUI program or business meeting. Travel reimbursable expenses items include coach class airfare, ground transportation, hotel accommodations and meals. Please follow the guidelines below when arranging WUI travel:

### **Hotel Accommodations**

WUI will arrange hotel accommodations with confirmation information provided through WUI on-line calendar.

Should you opt to stay at a hotel of your choice, you are eligible for reimbursement for an equivalent amount of the WUI contracted hotel rate for same type of room accommodations up to a maximum of \$250.00 per night.

### **Air Travel**

Reservations should be made at least 4 to 6 weeks prior to travel whenever possible and no later than two weeks prior to travel. Use the lowest airfare available (consideration given to all airfare options for cost savings are appreciated.)

\* Travel expenses that exceed \$1,000 will not be reimbursed without prior approval.

Any trip that is anticipated to exceed the \$1,000 limit must be reviewed and approved by Debbie Schroeder, Accounting Director at [dschroeder@women-unlimited.com](mailto:dschroeder@women-unlimited.com), prior to the reservations being made. If prior approval has not been obtained, the amount of travel expenses submitted for payment in excess of \$1,000 will not be paid. If you have any questions, please feel free to contact Debbie Schroeder.