



Travel Expense Policy

This policy has been developed to provide guidance to volunteers and staff that travel on behalf of the California Council for Excellence. Reimbursement for approved expenses incurred will be based on actual expenditures with itemized receipts. Travel expense levels are adjusted annually and may be found in the CCE Travel Expense Limits template for the current year.

Board of Directors

All *routine* BOD related activities are conducted at the director's own expense, unless specifically authorized in advance by the Executive Council. Non-routine activities approved by the Executive Council must follow the policy outlined below.

Mileage Reimbursement

Travelers will be reimbursed for mileage driven in their personally owned vehicle while on CCE business. Reimbursement rate is based on the IRS Standard Mileage Rate for the year. Mileage reimbursement shall not exceed the lowest round-trip airfare available. Drivers must possess a valid driver's licenses, car insurance and are required to comply with California State laws. **As part of our policy, travelers must review and sign our Use of Personal Vehicle During CCE Business Policy and Authorization document, prior to travel, to receive mileage reimbursement.**

Rental Car

If travel is outside of a 100-mile zone from your residence limits may include: rental car at CCE rate of \$60.00 per day. No mileage reimbursement is paid when a rental car is procured.

Airfare

CCE allows individuals to purchase their own airline tickets and will reimburse for coach or economy seating only. Selection of an airline should be based on getting the lowest fare available and never solely on your participation in an airline's frequent flyer program. Reservations should be made a minimum of seven days in advance of travel date, supported by a receipt showing payment information. Travelers will be reimbursed for checked baggage that is considered reasonable (one bag) for the travel purpose and length of trip.

Lodging

Travelers are always expected to seek the best value whenever obtaining lodging. Nightly lodging rate for domestic travel may not exceed \$260 per night (additional hotel charges such as taxes, hotel parking and other hotel fees not included in this nightly lodging fee limit of



#260/night). Room service fees for meals should be itemized separately) Reimbursement will only be provided for the single-room rate.

Meals and Incidentals

Based on the [California per diem rates](#), meals and incidentals should not exceed \$75 per day, including tax and tip. CCE may increase per diem rate for those who travel to cities with higher rates. **Itemized receipts for meals are required for reimbursement.** Receipts for tips and incidentals are not required.

Alcoholic Drinks Alcoholic drinks are not reimbursable.

Ground Transportation

Travelers will be reimbursed at up to \$50 per day for shuttles, taxis, or rideshares from airport to hotels/home. (Receipts required.)

Non-Reimbursable Items

Personal expenses such entertainment, alcohol, laundry, ATM/Credit Card Fees, etc.

Expense Report

An expense report must be submitted within one week after travel. Include travel dates, mileage, destination and purpose of trip. Travelers will receive reimbursement within 30 days of expense report submission.

Exceptions to Policy

Travel costs may vary widely across California and the nation. In the cases where travel costs exceed approved levels, approval of the exception by the Director of Operations or a CCE Board Member is required.