



TRAVEL AND BUSINESS EXPENSE APPROVAL AND REIMBURSEMENT

POLICY

The Archdiocese of Miami provides an approval process for business travel for the benefit of the Archdiocese as well as a process for submission of acceptable business expenses for reimbursements associated with the authorized business travel. This policy also addresses reimbursable expenses related to business travel within the Archdiocese as well as acceptable practice for business entertaining within the compliance requirements established by the Internal Revenue Service and other oversight agencies.

I. TO WHOM THIS POLICY APPLIES

- Individuals traveling or entertaining on Archdiocesan business, regardless of the source of funds;
- Individuals who make travel or entertaining arrangements for themselves or for other employees of the Archdiocese; and
- Individuals who review, approve, process, record travel and entertainment documentation or authorize reimbursement of expenses.

II. RESPONSIBILITY AND ALLOCATION OF RESOURCES

It is the responsibility of the COO, CFO, Senior Directors and Directors to assure that:

- Budgeted funds are available to meet all travel and business entertainment commitments
- Within the limits of the resources available and consistent with the needs of the Office and business purpose of the travel, all Office budgets are expected to include funding for:
 1. travel directly related to the business of the Archdiocese such as meetings of the Province, Florida Catholic Conference, or USCCB;
 2. business travel for educational and professional conferences, workshops, etc.;
 3. mileage reimbursement for business travel within the Archdiocese; and
 4. business meals.
- Proper authorization for travel and entertainment is obtained **before** any commitments are made
- Any travel and entertainment expenditure over twenty-five dollars is supported by a detailed receipt
- Cash advances for employee travel are generally not provided by the Archdiocese.
- The potential benefits of the travel and business entertainment justify its time and expense after considering more cost effective alternatives (such as teleconferencing).

III. TRAVEL AUTHORIZATION

Requests for all travel must be budgeted and must be specifically approved by the employee's appropriate supervisor: Director, Senior Director, COO or Archbishop. Request for approval should be submitted on Form FIN-1 *Request for Approval* before making any reservations whatsoever and at least four weeks in advance of travel. The purpose of the expenditure along with an estimate of the cost should be included on this form.

The *Request for Approval* should be submitted with the appropriate seminar or conference registration form and contain trip cost estimates, such as airline, hotel, meals, airport shuttle, parking, or tolls. Any conference or other applicable discounts should be submitted.

Without appropriate approval to travel the Archdiocese will not accept responsibility for any travel expenses. No one may authorize an exception to these policies and procedures for his/her own travel.



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Any exception to this standard policy must be authorized in writing by the traveler's supervisor. The Archdiocese is not responsible for travel expenses of spouse or family members. If an authorized business trip is combined with personal vacation, the Archdiocese will only reimburse the appropriate business portion of that trip. Only receipts from the business portion of the trip may be submitted.

IV. AIR TRAVEL

Travel arrangements may be made via internet and should be at the lowest cost while accommodating reasonable scheduling. Discounts on flights may be available from the sponsoring conference and if so, they should be used, if helpful. Airfare must be purchased using the Archdiocese of Miami corporate credit card held by Senior Directors and most Directors and the Finance Office, or by Archdiocese of Miami check requested according to the standard check request procedures.

A. Reservations and Class of Service

The Archdiocese covers the cost of coach class tickets. Any upgrades or enhancements are personal expenditures and will not be paid for by the Archdiocese. In such circumstances, the cost of a coach ticket (with all available discounts applied) for the same trip should be determined, and substantiation printed. That documentation should be submitted with the receipt for the actual ticket and the Archdiocese will cover the cost of the coach ticket. Unless it is impossible to do so, advanced-purchase-discount tickets should be purchased. In each case, every effort must be made to obtain the lowest fare possible.

B. Unused Tickets

- Return the ticket, or in the case of an e-ticket, a hard copy of the reservation (including flight information) to the appropriate supervisor, and notify Accounts Payable.
- Accounts payable will set up a travel advance account for the value of the unused ticket. The value will be maintained in the receivable account, along with the expiration date of the ticket. If the ticket is not used before the expiration date, the expense will be written-off to the department that made the original purchase.

C. Ground Transportation To and From Airports/Stations

The most practical and economical mode of transportation to and from airports/stations should be used. Share transportation whenever possible, and make use of public transportation if available.

V. RENTAL VEHICLES AND INSURANCE REQUIREMENTS

A. Guidelines

The use of rental cars is authorized when that use is more time or cost-effective than airline or rail-travel or when other modes of transportation are not available. Expenses related to parking, tolls and gasoline are reimbursable.

When traveling by air or rail, a car may be rented when the destination is reached if doing so would be less expensive than the combined business purpose cost of taxi, bus or limousine use during one's stay.

At all times, individuals should rent the most economical class size of car for the number of people traveling. Any upgrades or enhancements are personal expenditures and are not the responsibility of the Archdiocese. In such circumstances, the cost of the most economical rental



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for the same trip should be determined, the substantiation printed. That documentation should be submitted with the receipt for the actual rental and the Archdiocese will cover the base rate.

When combining Archdiocesan and personal travel, the Archdiocese will cover the cost of a rental car based on the percentage of business use and the appropriate size for the employee's business travel.

Insurance offered by the rental agency should be refused as coverage is provided under the Archdiocesan insurance program. The vehicle must be rented under the name of the Archdiocese or one of its entities (parish, school, for example) using a check or credit card of that entity, for insurance purposes. Personal use of the rental car is not covered by the Archdiocese. The Archdiocesan insurance requires that drivers be at least 21 years of age. If children are transported, insurance requires that drivers be at least 25 years of age.

B. Rental Car Accidents

If a rental car accident occurs, the driver should immediately contact:

- The rental car company, in accordance with the rental contract;
- Local authorities, as required;
- His/her personal insurance company;
- His/her supervisor, and if injured, Human Resources Office;
- Gallagher Bassett Services -- 24/7 Claim Reporting Phone Number: 1-877-376-2561

C. Renting 15 Passenger Vans

The Archdiocese does not permit the rental of 15-passenger vans for Archdiocesan use.

VI. USE OF PERSONAL VEHICLES

A. Guidelines

When travel by private automobile is chosen over commercial transportation in order to save time, to transport equipment, or to reduce costs when a number of people are traveling together to the same destination, reimbursement to the driver is made on the basis of miles traveled. The mileage submitted for reimbursement must be documented, generally Mapquest or similar service is helpful. The reimbursement rate is set annually by the Archdiocese. The Archdiocesan Finance Office can provide the allowable reimbursement rate in effect at the time of the travel.

When travel by private automobile is for the convenience of the traveler, reimbursement is not to exceed the cost (or the proportional amount of the costs for more than one traveler in a group) of round-trip coach airfare, plus reasonable costs of ground transportation.

The mileage allowance covers all operating costs of the vehicle (including insurance); therefore, no other vehicle expense reimbursements will be made. However, tolls and fees such as: ferry, bridge, tunnel, road and parking charges will be reimbursed if duly noted in the daily travel-mileage log. Original receipts for these items must be included. **The Archdiocese is not responsible for reimbursement of any traffic/parking violation.**



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B. Reimbursement Rates for Local Usage of Personal Vehicles

- The Archdiocese will reimburse the driver for mileage by the most direct route; parking expenses and toll fees will be reimbursed if documented by an original receipt.
- Reimbursable miles are the excess of business miles driven during the day over commuting miles. Commuting miles are round trip miles driven from home to the regular place of work. If business miles are less than commuting miles, there is no reimbursement.
- The Archdiocese will not reimburse for the cost of repairs, etc., incurred in connection with the use of a personal vehicle on a business trip.

C. Insurance Requirements; Personal Vehicle Accidents While on Archdiocesan Business

The Archdiocesan insurance requires that drivers be at least 21 years of age. If children are transported, insurance requires that drivers be at least 25 years of age.

In general, insurance follows the vehicle; therefore, an employee who uses his/her personal vehicle for Archdiocesan travel is **required** to carry car insurance coverage of at least \$300,000 combined single limit for Bodily Injury and Property Damage.

In limited circumstances, the Archdiocese's liability insurance will provide excess coverage (above that provided by the employee's insurer) on other liabilities incurred – if the accident occurred on a direct route, as outlined above. However, to ensure full communication and disclosure between all parties should an accident occur, the driver should immediately contact:

- Local authorities, as required;
- His/her personal insurance company;
- His/her supervisor and if injured, Human Resources Office;
- Archdiocesan Insurance Carrier – Gallagher Bassett Services 24/7 Claim Reporting Phone Number: 1-877-376-2561

VII. LODGING

A. Making Hotel Reservations

Travelers should select modestly priced accommodations. For seminars, meetings or other group activity, reimbursement will be for not more than the mid-range rate for single occupancy at the host hotel. Upgrades to accommodations are not the responsibility of the Archdiocese.

Reservations should be made using the Archdiocesan corporate credit card or by Archdiocesan check.

B. Cancellation Procedures

It is the responsibility of the traveler to cancel any room reservation he/she will not be using. A written record of the cancellation number should be kept, in case of billing disputes.

Note: Cancellation time deadlines are based on the location of the property (e.g., Pacific Standard Time when the property is in California). Cancellation fees may apply and advance notice requirements may vary. **Caution:** If an employee fails to cancel a reservation in a timely fashion, he/she may be held responsible for any cancellation fees. A written explanation for any failure to cancel must be filed with the Finance Office.



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VIII. TELEPHONE USAGE

A. Business Calls

While traveling on Archdiocesan business, reasonable business phone calls will be reimbursed.

B. Cellular Telephone Usage

Staff traveling with Archdiocesan provided cell phone service should use that phone for any calls. Reimbursement will be made for reasonable and necessary business calls made on personal cellular phones. A copy of the actual telephone bill will be required as support documentation. To minimize the additional charges added by hotels for room-telephone usage, a cell phone, a calling card, credit card, or public phone should be used whenever possible.

IX. PERSONAL MEALS

A. For travel outside the Archdiocese

The maximum level for meals and while traveling on Archdiocesan business is as follows:

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$35.00
Incidentals	<u>\$ 5.00</u>
Total per day	<u>\$67.00</u>

The Archdiocese reimburses meals at actual cost, plus taxes and gratuities, up to the maximum reimbursement level. Reimbursement is not on a per diem basis. Meals in lieu of meals already included in a conference registration fee or in the airfare are not reimbursable. Receipts are required for all meals.

Individual meal limits are applied when a person is away for less than a whole day and does not incur a cost for three meals as a result of the travel's brevity, or to meals not covered whenever a registration fee, seminar cost, etc. does include specific meals.

B. For travel inside the Archdiocese or Day Trips

Meals consumed while traveling on business for one day, even if out of town, are not reimbursable.

X. BUSINESS MEALS AND ENTERTAINMENT

A. Entertainment and Business Meals

Entertainment is defined as meals, beverages and gifts to non-employees deemed to be in the best interest of the Archdiocese, e.g., employment candidate for a position within the Archdiocese. Authority to incur entertainment expense must be properly approved and documented by receipts and records indicating name(s) of guest(s) and business purpose and justification for the expenditure. Such expenses incurred primarily for the benefit of Archdiocesan employees are considered personal expense and are not reimbursable.

Business meals are allowable only if the employee establishes that the meal is directly related to the active Archdiocesan of Entity business. If the meal expense is incurred in connection with a substantial and bona fide business discussion, then it must be established that the expense is



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associated with the active conduct of Archdiocesan business, and generally, that the business could not have been conducted in a setting that did not require the expense of a meal.

The employee must substantiate the expense by including where the activity took place, who was attending, and what was discussed. Expenses for business meals will not be allowed for food or beverages to the extent that such expense is lavish or extravagant under the circumstances.

B. Alcoholic Beverages

The use of alcohol for business entertainment purposes should be kept to a minimum; generally alcohol should not be included in a business meal during the work day.

C. Extending Business Courtesies to Possible Referral Sources, Vendors or Donors

All entertainment involving vendors, donors or potential donors must be undertaken in accordance with established Corporate Compliance policies.

XI. MISCELLANEOUS TRAVEL EXPENSES

A. Personal items are non-reimbursable. Examples include, but are not limited to:

- Optional entertainment, city tours or free-time excursions organized by the conference but not included in the standard conference registration fee
- Personal entertainment: movies, in-room movies, theater, sports events, etc.
- Toiletries, Prescriptions, doctor's fees or over the counter drugs
- Magazines, newspapers, books, etc.
- Alcoholic beverages, tobacco products and chewing gum
- Laundry service, shoe shines
- Travel expenses for family or friends
- Gasoline fuel when private vehicles are used
- Personal hotel services: barber/beauty shop, massage, sauna, gym, etc.
- Airline club membership dues
- In-flight telephone charges, Wi-Fi, movies or headsets; In-flight cash bar
- Lost baggage
- Mini-bar refreshments (Note: unless substituting as one of the day's meals.)
- Souvenirs/personal gifts

B. Guidelines for Tips and Gratuities

Tipping a porter, bellhop, chamber person, waiter or valet should be based on the quality of service rendered. The Entity will reimburse reasonable gratuities. The following are suggested guidelines:

- Airport porters: \$2/bag
- Hotel bellhop: \$2/bag
- Chambermaids: \$2 for special services (extra towels, hangers, etc.)
- Valet: \$2/bag
- Restaurant Wait Staff: 15-20%
- Taxi Drivers: 15-20%



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Please check local customs for appropriate tipping when traveling abroad. Some hotels and restaurants include a gratuity in the price, in which case a tip is not necessary unless the service has been exceptional.

C. Local Airport Parking while Traveling

Local airport parking, while on business travel, is reimbursable at an amount **not to exceed** the equivalent cost of roundtrip from the Pastoral Center to the airport via taxi or equivalent (\$40). As good stewards of Archdiocesan resources employees are encouraged to arrange for private transportation (drop off and pick up) whenever reasonably possible or to use remote airport parking. For travel when airport parking or remote parking cost exceeds the round-trip airport taxi or equivalent cost, the employee will be reimbursed at an amount not to exceed \$40, regardless of the number of days' parking or total cost.

XII. SEEKING REIMBURSEMENT OF BUSINESS EXPENSES

A. Documentation

The form FIN-2 *Accounting for Trip and Business Expenses* must be accompanied by **original** receipts for expenditures; an employee's credit card statement identifying the specific expense may be used in lieu of an original receipt if it provides sufficient detail to document the expense. All receipts should be taped to blank sheets of paper in chronological order or displayed in an alternative chronological format.

No item will be reimbursed without proper, original documentation.

For business meals, the *Accounting for Trip* form should indicate the names and titles of guests and a clear business purpose for the expense. For any business meals paid by Archdiocesan credit card, this information, including an explanation of business purpose of the expense, is to be included on the credit card itemized bill when the bill is received for approval.

B. Payment Method

Prepayment of travel expenses, by Archdiocese of Miami VISA credit card or Archdiocesan check, should be used whenever possible, thereby minimizing the use of personal cash. State Sales Tax exemption certificate should be presented within the State of Florida. A copy is available from the Finance Office.

Seminars, conference costs, etc. should be submitted in advance and paid by Finance. Air travel should be by the least expensive method, including via the internet and payment made by Archdiocesan credit card.

If prepayment of travel expenses is not possible, the employee must submit proof of payment. **Original** receipts must be submitted for all expenses. Hotel invoices, canceled checks, credit card bills, invoices, etc. are examples of appropriate documentation.

XIII. EMPLOYEE COMPENSATION WHILE ON BUSINESS TRAVEL

A. Salaried, exempt level staff members are not normally compensated for travel time since they are not paid by the hour.

B. Hourly, non-exempt employees are subject to the following guidelines:



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- Ordinary travel time to and from work is NOT considered hours worked, and therefore is NOT considered compensable time. This includes travel time between an employee's home and principal or another local site in the same area as the principal work site.
- Once an employee starts his or her work day, all time spent traveling during work hours as part of the employee's principal job-related activities must be considered as hours worked, and IS therefore considered compensable time. This includes travel from one local area site to another during work hours.
- When an employee must travel out of the local area on a trip that requires the employee to take a car, train, airplane or other form of public transportation that keeps the employee away from home overnight, all time spent traveling during the hours corresponding to the employee's normal working hours must be counted as time worked, and therefore IS considered compensable time. Travel time on Saturdays, Sundays, holidays or other scheduled days off that correspond to an employee's normal working hours on other days of the week also must be counted as time worked, and IS considered compensable time. However, bona fide meal times are excluded.
- Time spent by an employee traveling away from home **outside** of the regular work hours as a passenger on an airplane, train, boat, or automobile is NOT considered worked hours, and is NOT considered compensable time.
- With regard to special one day trips, employees who normally work at one location and are given a special one-day assignment that requires them to travel to another city out of the area, all travel time involved counts as time worked, and IS therefore considered compensable time. The only time that may be excluded are meal periods and time spent traveling between the worker's home and point of departure (e.g., airport or rail station). The "home to depot" time spent by the employee falls into the standard home-to-work travel time exemption.

XIV. BUSINESS TRAVEL OUTSIDE THE UNITED STATES

On occasion there is need for travel outside the United States on behalf of the Archdiocese of Miami. Written approval of the Archbishop or COO is required for air travel in business class, if needed because of the circumstances of the travel.

Reference: ARCHDIOCESAN POLICY Use of ADOM Credit Card

Form FIN-1 Request for Approval for Travel
Form FIN-2 Accounting for Trip and Business Expenses

Initial: August 1, 2011
Current: August 1, 2011



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REQUEST FOR APPROVAL FOR TRAVEL

Submit prior to making any reservations and no later than four weeks prior to date of proposed trip.

Date of Request for Approval: _____

Name: _____ Title: _____

Complete Name of Convention, Association or Meeting Location of Meeting

Dates of Meeting

Purpose of convention, association, or meeting. _____

Estimated Cost of Requested Conference/Seminar, Air Flights, Hotels and Other Transportation Costs

	COST	COMMENTS
Hotel	\$ _____	_____
Conference	\$ _____	_____
Meals	\$ _____	_____
Car Rental	\$ _____	(if alternate transportation is not available) _____
Other	\$ _____	_____
Total	\$ _____	_____

I acknowledge I have read and understand the travel policy and that the expenditures incurred and reported here are in accordance with this policy. _____

Signature of Employee

Approval:

Director, Senior Director, COO or Archbishop

Date

Form FIN-1



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ACCOUNTING FOR TRAVEL AND BUSINESS EXPENSES

To be submitted to Finance Office within fifteen working days subsequent to travel. Receipts are required for reimbursement for any expenses.

_____ Name _____ Name of Conference/Seminar _____ Date _____

(Attach copy of signed *Request for Approval*) Office/Department: _____

Please omit expenses not approved by this policy. Expense Account #: _____

TOTAL COST of Personal Meals and Lodging

Date						Total
Breakfast						
Lunch						
Dinner						
Hotel						

Total Meals and Lodging _____

TOTAL COST of Travel by Personal Vehicle *(omit Commuting Miles)*

Date	From	To	Miles

Total Reimbursable Miles _____

Times Rate _____

Mileage Reimbursement _____

TOTAL COST of Travel by Air

Date	From	To	Ticket Amount

Total Air Travel _____

Form FIN-2



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COST OF BUSINESS MEALS

Date / Guests Place	Explanation of Business Purpose	Amount

TOTAL COST of Other Expenses

Item	Date	Amount
Conference Registration Fees (Attach form) (excluding city tours; optional excursions, etc.)		
Tips (baggage handling, etc.)		
Taxis/Airport shuttles (at destination)		
Parking/Tolls (max of \$40 for local airport/shuttle or taxi)		
Car Rental		

Total Other Expenses _____

	Total Cost	Less amount prepaid or charged to Diocesan American Express card	Amount to be reimbursed
Meals, lodging			
Travel by personal vehicle			
Travel by air			
Business Meals			
Other expenses			

TOTAL REIMBURSEMENT DUE \$ _____

Director, Senior Director, COO or Archbishop

Date

Finance Office Review by: _____

Date

Form FIN-2