

# E2Ten

## Travel Policies and Procedures

### **Purpose**

The purpose of these travel policies and procedures is to establish guidelines for the reimbursement and documentation of travel expenses incurred by volunteers of E2Ten in accordance with IRS Publication 463.

### **Travel Authorization Approval Process:**

All travel must be pre-approved by the E2Ten President or Vice President. A Travel Authorization Form must be submitted and approved before any arrangements are made.

### **Travel Expenses:**

Only necessary and reasonable travel expenses will be reimbursed. Volunteers should use cost-effective means of transportation and accommodation.

### **Travel Expenses**

### **Transportation:**

Reimbursement for transportation expenses (airfare, train, bus, etc.) will be made based on actual costs. Economy class should be chosen for air travel.

### **Car Rental:**

Car rental expenses will be reimbursed based on actual costs. Reimbursement for mileage using a personal vehicle will follow the IRS standard mileage rate.

### **Documentation Requirements**

### **Receipts:**

Original, itemized receipts must be submitted for all expenses. Electronic copies of the receipt are acceptable, too.

## **Travel Expense Report:**

All expenses must be documented on the organization's Travel Expense Report form. The report should include dates, purpose, and details of each expense.

## **Submission:**

Travel Expense Reports, along with all required receipts, must be submitted within 60 days after the completion of the trip. Reimbursement requests may be submitted prior to the trip, at the discretion of the officers.

## **Review and Approval:**

The officers will review and verify all submitted expenses. Approved reports will be processed for reimbursement.

## **Payment:**

Reimbursement will be made through the volunteer's preferred method of reimbursement as quickly as possible.

## **Compliance and Reporting**

### **IRS Compliance:**

All travel expenses must comply with the guidelines outlined in IRS Publication 463.

### **Recordkeeping:**

The organization will maintain records of all travel expenses and related documentation for a minimum of two calendar years.

## **Acknowledgment**

I acknowledge that I have read and understand the [Nonprofit Organization Name] Travel Policies and Procedures, and I agree to comply with the guidelines outlined herein.

Volunteer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_