



Travel Guidelines

Goals

The goal of these guidelines is to ensure that the travel-related expenses incurred by representatives traveling on behalf of The Alaska Community Foundation (the “Foundation”) are reasonable, necessary and appropriate for a non-profit organization. When incurring travel-related business expenses, the Foundation expects employees,, consultants and individuals participating in Foundation sponsored programs to:

- Be cost conscious and exercise discretion in all travel related expenditures.
- Accurately report expenses (supported by required receipts and/or documentation).

General Travel Requirements

Advance Approval

Travel must be approved in advance by an employee’s immediate supervisor and/or outlined in the employee’s professional development plan. .

Necessity of Travel

The employee and the person authorizing the travel must consider the ways in which the Foundation’s strategic objectives will be served from the travel. They will determine whether there are less expensive but still beneficial options, such as participation by telephone or video conferencing, and the availability of compatible, local programs or training opportunities.

Travel Pay

Exempt employees who travel for work may have flex/comp time pre-approved by their immediate supervisor before travel commences.

When work travel is required for non-exempt employees it will be paid during their normal working hours, Sunday through Saturday. Time spent traveling outside of normal working hours is not paid.

Non-exempt employees are not to engage in work during travel periods outside of normal working hours (i.e. use of electronic communications (email, text or phone calls) for Foundation related business or working on documents, etc..

Participation in only approved business related activities at a conference or seminar are paid and these activities can be clarified by immediate supervisors pre-travel.

There are some instances in which staff are invited to participate in social activities or attend work related events that they are not required by management to attend. In this case the participation is voluntary.

Attendance at lectures, meetings and training programs and similar activities need not be counted as work time if the following four criteria are met: it is outside normal working hours, it is voluntary, it is not job related and no other work is concurrently performed.

Airline Travel

Airline travel reservations must be made as far in advance as possible. Employees will only be covered for costs that are available two (2) weeks in advance unless otherwise approved by the President/CEO or immediate supervisor. The Foundation will pay for coach-class airfares to and from the approved destination. Expense incurred due to non-business/non-work related changes in airline tickets after purchase must be paid by the employee. Expenses incurred for tickets purchased for travel in advance of or post business travel days for the purpose of personal travel must be paid by the employee.

Lodging

It is expected that employees will consider fair and reasonable prices when investigating lodging options. When attending a conference which is held at a hotel, it is acceptable to stay at the hotel for the benefits and convenience of being on location. Otherwise, if less expensive options are available, that is preferable. If more expensive accommodations are secured by the employee, reimbursement will be given only for the approved rate at the conference hotel.

Meals

Personal meals and gratuity during the period of approved business travel will be paid for by reimbursement. Receipts are required. Meals that are included with a conference or otherwise provided are not eligible for reimbursement.

Foundation employees may on occasion hosts a business related meal during travel, but must be pre-approved by their immediate supervisor or the President & CEO.

Ground Transportation

Whenever possible, it is requested that employees utilize complimentary transportation for travel to and from the airport and hotel.

- Taxis or similar transportation may be used when it is more affordable and if complimentary airline and hotel shuttles are unavailable.
- Personal cars may be used for travel within Alaska. Reimbursement for mileage will be at the rate currently approved by the IRS (<http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>).
- If pre-approved by your immediate supervisor, rental cars may be used if less expensive and more convenient than other options. Full coverage insurance provided by the rental car company should be purchased.

Expense Reports

Employees requesting reimbursement for travel expenses must submit a written Expense Report within thirty (30) days of the completion of travel and include receipts for all expenses.

Non-reimbursable travel

The Foundation will not reimburse any expenses that could be perceived as excessive or inappropriate for reimbursement by a nonprofit, charitable organization. Exceptions may be made to these guidelines if circumstances warrant with the approval of the President/CEO.

In general, travel expenses that are not reimbursable include, but are not limited to:

- Incidental room or in-flight charges
- Spa charges
- Dry cleaning and laundering services
- Business conferences and entertainment which are not pre-approved

Travel Guidelines Acknowledgment

I have received a copy of The Alaska Community Foundation's Travel Guidelines dated April 2017.

I have reviewed this document and understand it is my sole responsibility to ensure compliance with these guidelines as set forth in this document.

I understand the receipt of these guidelines do not devolve me of any responsibility to comply with future changes in guidelines.

Name (print)

Signature Date

NOTE: The original of this form will be placed in the employee's personnel file, and a copy will be returned to the employee.