

Dwight Mission Travel Policy

Objective

The purpose of this policy is to outline how Dwight Mission pays for business travel.

Dwight Mission travel should be properly authorized, reported and reimbursed; under no circumstances may expenses for personal travel be charged to, or be temporarily funded by, Dwight Mission, unless otherwise noted in this policy. It is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in this policy.

Travel Authorization must be submitted for approval as defined in this policy:

Director of Camp Operations - Camp Staff

Executive Director - Director of Camp Operations, Campaign Staff, Volunteers

Board President - Executive Director, Board Members

Exceptions to the Travel Policy must be submitted for approval as defined in this policy:

Executive Director - Dwight Mission Staff & Volunteers

Board President - Executive Director, Board Members

Payment of Travel Expenses

Under guidelines established by Dwight Mission, corporate travel cards may be issued to employees who travel on official Dwight Mission business. Any traveler issued such a card should use the card to pay for actual expenses related to official company business travel, including lodging and subsistence, except where the card is not accepted. Certain prepaid expenses such as transportation tickets and conference fees may be billed directly to the company.

Employees, Volunteers or Board Members who are authorized to travel may be issued a cash advance subject to reconciliation.

IRS PerDiem rates should be used for authorized individual travel expenses not charged to a corporate travel card. Reimbursement for PerDiem expenses shall be requested on the approved expense form.

Mileage: 53.5 cents per mile

Camp-based staff shall use Camp vehicles unless an exception has been provided to use a personal vehicle. Gas reimbursement will be provided when Camp-based staff choose to use their personal vehicles when a camp vehicle is available. Mileage reimbursements shall be based on Goggle maps or equivalent.

Meals: Executive - \$56 per day (B-\$10, L-\$15, D-\$31)

Requires an overnight or 100 travel miles from residence, or travel resulting in missing a mealtime. Meals PerDiem may not be used for meals included in a conference registration or business meal.

Meals: Director - \$35 per day (B-\$10, L-\$10, D-\$15)

Requires an overnight or 100 travel miles from residence, or travel resulting in missing a mealtime. Meals PerDiem may not be used for meals included in a conference registration or business meal.

Lodging: \$97 per night

Requires travel in excess of 100 miles from residence or meeting time before or after the workday.

Actual meal expenses are reimbursable if the meal is business-related entertainment.

Transportation Model

Transportation expenses will be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

Air Travel:

Coach class or any discounted class airfare should be used in the interest of economy.

Automobile Travel:

Camp Staff should use Camp Vehicles whenever practical.

Other authorized travelers may use their private vehicles for business purposes if it is less expensive than renting a car, taking a taxi or using alternative transportation, or if it saves time.

Car-pooling should be used whenever practical. Individual travel by multiple staff to the same event and from the same starting point must be approved in advance.

Mileage Reimbursement Rate:

The standard IRS mileage reimbursement rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, and insurance. Under Internal Revenue Service (IRS) regulations, travelers who claim this rate are not required to substantiate the actual costs of operating the vehicle, but are required to substantiate business miles traveled.

Surface Transportation

Shuttle, Taxi, Uber, Lift, Bus, Metro, or other surface transportation may be used at the destination of travel. The most cost effective method should be used. Private cars, Limos or other executive transportation is not authorized under this policy.

Surface Transportation Used In Lieu of Air Travel:

If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed. Such costs may not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier, plus transportation costs to and from the terminals, plus the cost of ground transportation at the destination.

Rental Cars:

A vehicle may be rented when renting would be more advantageous to Dwight Mission than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible, and a compact or economy model requested. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip. On contract rental vehicles used in the continental United States, charges for additional insurance are required, including any charge for a collision damage waiver. Rental car charges should be paid with the traveler's corporate credit card.