



ENGINEERING WORLD HEALTH

Travel and Expense Reporting Policy

OVERVIEW

Engineering World Health (EWH) recognizes and appreciates the efforts of those who travel on behalf of the organization.

PURPOSE

The purpose of this policy is to establish the framework and standards for how travelers may spend EWH funds while traveling or entertaining on behalf of the organization.

This Travel Expense Policy applies to all employees, contractors, consultants, and volunteers who have been authorized to incur reimbursable business related travel and entertainment expenses for EWH. EWH will reimburse for travel related “Reimbursable Expenses” as defined within this policy.

EWH treats stewardship of its resources very seriously and reserves the right to deny reimbursement of any expense it reasonably determines to be inappropriate or excessive.

POLICY INTENT

- Provide guidelines to identify what expenditures are allowed that the organization considers reasonable and within normal standards while traveling or entertaining for EWH.
- Ensure equitable consideration to both the traveler and EWH.

GENERAL PRINCIPLES

- All travel must be pre-authorized prior to reservations being made.
- Current Contractor documentation must be in place prior to the contractor requesting travel reservations for assigned EWH travel. This includes (not limited to): Signed current contract (signed by both parties); Liability Release Form; Traveler information Sheet
- When submitting expenses, EWH expects honesty and responsibility within this policy.
- All expenditures should be within reasonable standards. Advance purchases should be made when appropriate to achieve the lowest possible cost to EWH.
- If traveling less than 2 weeks, submit expenses within 5 days of returning to home base. For longer than 2 week trips, submit expenses at the end of each week (using Sunday – Saturday reporting). [This reporting timetable will help you get paid more quickly and support our finance objectives].
- Expense reports will be submitted in US \$ with all receipts for expenditures of US \$10.00 or more attached. (in PDF format).
- Expense reports must be approved by the applicable Program Manager prior to submission for payment. Missing approvals will delay reimbursement process.
- Combining personal travel with EWH business is permitted as long as there is no additional cost to EWH. The traveler will bear any and all additional cost for personal travel.

RULES FOR TRAVEL ADVANCES: When a travel advance is involved, additional accountability rules are involved as follows:

- Requests for advances can be made if EWH required travel is more than 30 days.
- Advance requests can only be approved by the CEO or Director of BMET.
- Request must be accompanied by detail of the proposed spending.
- The advance will be disbursed no more than 10 days prior to the beginning of travel.
- Additional advances cannot be made until any outstanding advance has been depleted and spending has been appropriately documented.
- Any cash advance amount not used at the end of the contracted travel period, will be reimbursed (in US Dollars) to EWH within 5 days of returning to home base.

PERMITTED TRAVEL EXPENSES (expenses incurred while traveling on EWH business)

Airfare:

- **International Travel** (for travelers with a USA home base): All reservations will be made through the EWH approved travel agent. The traveler will contact the EWH administrative assistant in the Durham office to begin the initial arrangements. The EWH administrative assistant will make sure the traveler has been approved for travel – by contacting the program manager and confirming all approved and applicable paperwork is complete and on file. Once received, the administrative assistant will put the traveler and the travel agency in contact. The travel agency will invoice EWH for the airfare.

The travel agent will do all possible to secure the best travel rates for EWH. Travel will be booked in standard/economy class. Travelers are welcome to upgrade their seats at their own expense or by using frequent flier programs.

- **International Travel** (for travelers with a non-USA home base): All reservations for travel can be made by the traveler. EWH will reimburse for the lowest available standard/coach class fare. Invoices for the airfare should be attached to the first expense report submitted for reimbursement.
- **Domestic Travel** (travel within your own country): All reservations for domestic travel can be made by the traveler. EWH will reimburse for the lowest available standard/coach class fare. Invoices for the airfare should be attached to the first expense report submitted for reimbursement.

Ground Transportation: Travelers are encouraged to use the most economical ground transportation available.

- Economy rail travel is permitted
- Expenses for local transportation, such as a shuttle service, trolley, taxi, train, or bus incurred in the performance of EWH business are reimbursable.
- If using a personal vehicle, mileage will be reimbursed at the current rates established by the U.S. Internal Revenue Service.
- Rental Cars: The use of rental cars is only justified when, for business purposes, the traveler is not staying in a central business district and/or it is more cost effective than the best local ground transportation alternative, taking safety and travel time into consideration. Personal convenience is not an acceptable justification.

Rental cars are not to be larger than an intermediate size, 4 door with unlimited miles and should not exceed \$100 per day (inclusive of taxes, airport recovery fees, etc.) A larger vehicle will be permitted (with prior approval) for valid business reasons.

Rental cars should be refueled prior to returning the car. Refueling of the vehicle by the contractor is reimbursable. If the car is returned without refueling, only the cost of the rental can be reimbursed due to the excessive cost of the fuel charged by the rental company.

Lodging: When making hotel accommodations, several factors must be considered, including cost, appropriateness, and proximity to where work will be performed. The cost for accommodations should not exceed what is determined to be reasonable for the location. (If unsure, the traveler can get the advice of the EWH travel agent).

Meals & Entertainment: EWH reimburses for the reasonable cost of meals and entertainment.

- EWH will reimburse for all personal meals
- Alcoholic drinks may only be reimbursed when consumed with a meal.
- In-flight meals are reimbursable
- When meals include a group, receipts for the expense should be submitted by the Program Manager (or highest level of EWH employee present).
- The traveler is expected to exercise good judgment in determining gratuities. The amount of gratuity should be at a level appropriate for the area of travel.

Other Reimbursable Expenses:

- Visas, Travel Vaccinations, and Medicine are reimbursable by EWH when required for International trips.
- Baggage Fees (up to 2 bags) – Unless carrying EWH supplies/equipment at the request of EWH.
- Hotel Wi-Fi fees
- Postage, copy and printing fees for EWH business
- Cell phone SIM cards (when traveling abroad)
- Currency conversion fees – when traveling abroad
- ATM fees – when traveling abroad and cash is needed for EWH business
- Laundry when EWH travel duration is greater than 7 days
- Supplies & Tools purchased at the request of EWH to be used during contracted time.

Non-Reimbursable Expenses:

- Airline change fees – Unless due to EWH requested changes to the traveler's itinerary after purchase
- Airline Seat change fees requested by the traveler after the purchase of the itinerary
- Airline/hotel upgrades
- ATM fees to obtain cash for personal spending
- Laundry (unless EWH travel duration is for greater than 7 days)
- Hotel gyms and spas
- Alcohol –when consumed in a social environment (primarily cocktails after work)
- In-room movies and mini bar charges
- Hotel/airline loyalty programs or clubs

- Personal items: items that are used on a normal daily basis, i.e. contact solution, deodorant, makeup, hand sanitizer, reading materials (newspapers, magazines, books, etc), movies
- Insurance costs of any kind, including baggage, flight and life insurance
- Violations incurred for parking, traffic or inappropriate behavior.
- Personal trips/entertainment on non EWH time

DOCUMENTATION

Why Documentation is Important: If you are claiming reimbursement for travel, entertainment, or transportation expenses, you must be able to prove (substantiate) certain elements of the expense. The IRS (Internal Revenue Service – the US agency that enforces tax laws) has strict requirements regarding the inclusion of documentation and proof of payment when submitting an expense reimbursement statement. The IRS is placing an increasingly significant importance on good governance guidelines for non-profit organizations. Documentary evidence is usually considered adequate if it shows the amount, date, place, essential character of the expense, and **valid proof of payment**.

Type of Documentation Required: The following support for reimbursement requests will be required for all expenses over US \$10.00. (All support must be in English or translated into English):

- Transportation: Ticket receipts showing credit card payment and includes traveler’s name and travel dates.
- Car Rental: Charge card receipt
- Personal Auto Mileage: Printout from an Internet map site such as Google Maps can provide mileage driven support.
- Lodging: Hotel bill and credit card receipt
- Meals: Hotel bill, restaurant receipts
- All other receipts for spending greater than US \$10.00 (please include description of expense)

Attach all supporting documentation to the expense statement. Sign and date the expense statement and submit to the appropriate Program Manager for approval.

REIMBURSEMENTS

Upon receipt of approved expense statements, by the Director of Finance, reimbursements will be issued in 10 business days.

US Based Travelers will be paid via check or by Vendor Direct Deposit (if this option is chosen).

Non-US Travelers will be paid by wire in USD to a US Dollar bank account within their country. (Wire details will be provided to Finance using the Non-Us Vendor Payment Information Form).