



## Governance Policy

# Travel and Expense Reimbursement Policy

### 1. PURPOSE

- a) Let's Adopt Global, Incorporated recognizes that board members, officers, volunteers, and employees ("Personnel") of Let's Adopt Global may be required to travel or incur other expenses from time to time to conduct company business and to further the mission of this non-profit organization.
- b) The purpose of this Policy is to ensure that
  - i) the public trust is always considered and respected
  - ii) the fiduciary responsibilities of the board of directors are met with regard to donated funds
  - iii) adequate cost controls are in place to ensure the most benefit of donations
  - iv) travel and other expenditures are appropriate, reasonable, and necessary
  - v) provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel.
  - vi) To ensure the safety, security, and well-being of any animal traveling.
- c) It is the policy of Let's Adopt Global to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, Let's Adopt Global expects Personnel to:
  - i) Exercise discretion and good business judgment with respect to those expenses.
  - ii) Be cost conscious and spend Let's Adopt Global donated funds as carefully and judiciously as the individual would spend his or her own funds.
  - iii) Report expenses, supported by required documentation, as they were actually spent.

### 2. SCOPE

- a) This policy covers all personnel.

### 3. REFERENCES

- a) Policy: Donor Privacy
- b) Policy: Access Authorization to Private Let's Adopt Files and Accounts
- c) SOP: Accessing PayPal

### 4. DEFINITIONS

- a) **Term:** Donor
- b) **Definition:** Any person or entity who has provided provided funding and support to Let's Adopt Global.
- c) **Term:** Authorized Person

- d) **Definition:** Any person who has been granted access in accordance to the *Let's Adopt Policy: Access Authorization to Private Let's Adopt Files and Accounts*
- e) **Term:** Personnel
- f) **Definition:** Any individual acting on behalf of Let's Adopt or executing its mission.

## 5. SOP OVERVIEW

- a) Policy is to be read and understood by all personnel.
- b) Access to funds must be authorized by the board.
- c) Expense of funds must adhere to all guidelines for proper, respectful, and conscientious use of funds and must ONLY be used for the purpose of the mission.
- d) Expense reports with detailed records are to be submitted in a timely manner.
- e) Proper Per Diem amounts are to be followed as outlined by the IRS guidelines.
- f) Travel should be scheduled and done as to be the most economical.
- g) When traveling with an animal, or accompanying an animal, travel for the animal must be in the safest and most protective manner without regard to cost, while personnel travel should be in the most economical.

## 6. DETAILED STEPS/INSTRUCTIONS

- a) Expense Reports
  - i) Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested, must include:
    - (1) The individual's name.
    - (2) If reimbursement for travel is requested, the date, origin, destination and purpose of the trip,
    - (3) Including a description of each Company-related activity during the trip.
    - (4) The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct Let's Adopt Global's business
    - (5) An itemized list of all expenses for which reimbursement is requested.

## 7. Per Diem

- b) The Internal Revenue Service (IRS) frequently publishes guidelines for reasonable PER DIEM amounts for non-profits. These amounts should be adhered to at all times.

## 8. Receipts

- a) Receipts are required for all expenditures billed directly to Let's Adopt Global, such as airfare and hotel charges.
- b) No expense in excess of \$25.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) clearly showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable)

## 9. General Travel Requirements.

- a) Advance Approval

- i) All trips involving air travel or at least one overnight stay must be adhere to accepted policy and purpose.
  - ii) Any travel estimated to cost over \$500 must be approved by the board of directors.
  - iii) **Safety of any animal involved in travel is prime** and never to be compromised and be without regard to cost.
- b) Necessity of Travel.
- i) **Safety of any animal involved in travel is prime** and never to be compromised and be without regard to cost.
  - ii) In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which Let's Adopt Global's mission will benefit from the travel and weigh those benefits against the anticipated costs of the travel.
  - iii) The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to Let's Adopt Global's mission outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local resources, volunteers or opportunities, shall be considered.
- c) Personal and Spousal Travel Expenses.
- i) Personal Travel or Personal Companions
  - ii) Individuals traveling on behalf of Let's Adopt Global may incorporate personal travel or business with their Company-related trips; however, Personnel shall not arrange Company travel at a time that is less advantageous to Let's Adopt Global's mission or involving greater expense to Let's Adopt Global in order to accommodate personal travel plans.
  - iii) Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will NOT be reimbursed by Let's Adopt Global. Expenses associated with travel of an individual's spouse, family or friends will NOT be reimbursed by Let's Adopt Global.
- d) Air Travel
- i) Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares.
  - ii) Let's Adopt Global will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination. **The only exception is if an emergency accommodation must be made for the security, safety, and well-being of the animal being accompanied.**