

NATIONAL COMMITTEE FOR RESPONSIVE PHILANTHROPY TRAVEL POLICY

An employee's immediate supervisor must approve all NCRP travel in advance. NCRP will reimburse employees for necessary and reasonable travel, lodging and meal expenses incurred for authorized NCRP business. NCRP may be billed directly for certain expenses or the employee may be reimbursed. Receipts for reimbursement must be presented with an expense report.

Reimbursements

Travel reimbursements must be submitted within one month after completion of the travel. Employees are expected to use the most practical, direct and economical method of travel available while recognizing that staff time is also quite valuable. Employees must receive prior approval for any car rental or use of personal vehicle for NCRP travel.

Personal Vehicle

If employee is driving a personal vehicle, that vehicle must be legally registered, adequately insured, and meet all other legal standards for operation. When using their own cars for NCRP travel, employees will be reimbursed for the accrued gas mileage based on government mileage allowance as well as for tolls and parking expenses. Receipts must be presented with an expense report. Expenses for auto insurance, parking tickets, traffic tickets, or repairs due to accidents will not be reimbursed.

Use of NCRP Credit Cards

The organization maintains corporate credit cards which are issued to the Executive Director, and employees who travel frequently on NCRP business. Employees may use an NCRP credit card only when approved in advance by their immediate supervisor for travel and work-related expenses. Acceptance of this card constitutes acceptance of responsibility to ensure that only appropriate organization-related expenses are charged. An NCRP credit card may not be used for any personal expenses, regardless of the employee's intention to reimburse NCRP. Use of credit cards without express permission may result in an employee losing the right to future use of the card. Improper use of NCRP credit cards may result in disciplinary action up to and including termination, and NCRP reserves the right to take legal action where appropriate.

Documentation

Supporting documentation is required for every credit card purchase for reconciliation of the account and later for auditing purposes. If the vendor/company from which the purchase is made does not provide a receipt, the employee is expected to create a form of documentation with date, type and purpose of purchase, the amount and your name. It is the responsibility of the employee submitting the expenses to identify the program cost code to which the travel or other reimbursable expenses should properly be charged.