



THE COLLABORATIVE

Fiscal Control Policy: Expenses

The Collaborative Charter Services Organization

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Policy Approved: August 10, 2021

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EXPENSES FISCAL POLICY

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EXPENSES FISCAL POLICY**EXPENSES****Expense Reimbursement**

1. Due to the virtual nature of this business, it may sometimes be most practical for employees to initiate purchases locally and be reimbursed for those expenses. Reasonable, actual business expenses incurred by employees for the purpose of conducting business on behalf of the Organization shall be reimbursed upon approval of the supervisor. For the CEO, the President of the Board shall review and approve expense reimbursements.
2. Expense reimbursement requests must be submitted within thirty (30) days of the date of the expense.
3. The mileage reimbursement rate is based on the rate established by the Internal Revenue Service. Employees must include verification of miles driven either using a platform adopted by the Organization, or by attaching a Mapquest/Google map or the like, with the request for reimbursement.

Travel

1. The Board supports staff attendance at professional workshops and conferences to improve professional knowledge, networks, and compliance. All attendance at workshops and conferences must be pre-approved by the CEO.
2. Registration fees and travel reservations should be prepaid by the CSO when possible.
3. The Organization will only reimburse actual and necessary expenditures for staff. Attendees shall be held accountable for good judgment regarding the appropriateness of the expenditures. All expenditures must have scanned copies of itemized original receipts, regardless of the amount.
4. The Organization shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on company-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on company business. Factors such as variances in regional costs, travel duration and extenuating circumstances will be considered when approving travel reimbursement.
5. In addition, associated travel fees such as parking fees, taxis/shuttles, and luggage handling are reimbursable expenses.
6. Staff are pre-approved to expense those costs associated with traveling for business-related purposes including testing and professional development. Scanned copies of original itemized receipts are required for reimbursement.

Hotel Rooms

1. Lodging shall be for those days associated with attending the activity, including, if necessary, the night before. Good judgment shall be used to seek the most reasonable accommodations.
2. Hotel rooms are reimbursed for employees traveling over 120 miles one way. A hotel stay for a distance less than 120 miles must have prior approval.

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3. Hotel rooms must be under \$125 per night before taxes. If an employee chooses to stay at a hotel that exceeds this, when a hotel within price range and a 15 mile radius is available, the balance above and beyond must be deducted from the total expense on the expense report. If a hotel is not available within this price range, pre-approval of the expenditure is required.
4. Upon checkout from the hotel, the employee must obtain and submit a zero-balance sheet in order to be reimbursed for a hotel charge.

Meal Reimbursement

1. Employees who are required to work or participate in training away from the regular work location may be reimbursed the cost of meal(s). Meals provided in conjunction with conferences, workshops, seminars, meetings that exceed these amounts are excluded from these limitations. No meals will be reimbursed for meals provided at/during the conference/training.
2. The reimbursement rates are:
\$15 for breakfast, \$20 for lunch, \$30 for dinner plus service gratuity maximum of 18%. The total amount reimbursed for meals per day will not exceed \$65. Alcohol is not reimbursable and must be deducted from any reimbursement requests. If an employee exceeds the allotment for meal expenses, the balance above the daily allocation will be deducted from the total expense on the expense report.

Board Member Expenses

1. In most instances, needed items and or services should be purchased through submission by request to the Administrative Assistant. Expenses greater than \$100, must be pre-approved by at least two board members. The individual incurring authorized expenses while carrying out the duties of the organization will complete and sign an expense report.
2. The expense reimbursement request must be submitted within thirty (30) days of the date of the expense.
3. The CEO will approve and sign the expense report for reimbursement if the expense is for the Board President.