



LODGING, MEALS, AND TRAVEL REIMBURSEMENT POLICY

March 2020

LODGING

Lodging (hotel, Airbnb, vrbo, etc.) for travel is to be booked with the following considerations in mind: proximity, safety, comfort and cost. The target quality and cost of lodging should be comparable to that of the Holiday Inn Express chain. Region/location rate differences are anticipated.

MEALS AND INCIDENTALS

The maximum amount for expenses for a full-day, all meals and incidentals (tax and tip included) is \$62. For full-day travel this overall maximum amount can be allocated across meals, incidentals or tips at the discretion of the employee. Extenuating situations resulting in expenses above this limit can be considered for approval by the Executive Director.

Incidentals are such things as snacks and coffee. Love INC National does not pay for alcohol or tobacco products. Tips to service people such as shuttle drivers or hotel staff are reimbursable and a part of the \$62 per day limit.

If a partial day is involved, and not all meals are needed, the following are target costs for meals:

Breakfast: \$15

Lunch: \$15

Dinner: \$25

If a meal is provided or available to you without expense (i.e. breakfast is included at a hotel or lunch/dinner provided by someone else), the total per day maximum amount is reduced by the target cost of that meal identified above. If your travel schedule doesn't allow you to utilize a hotel breakfast this is not applicable.

TRAVEL

Air travel should be booked as early as possible to secure the best possible rate. Love INC National reimburses for *economy* class tickets.

Love INC National reimburses for an appropriate class rental car for your need, excluding premium or luxury class. Gas is also reimbursed.

Love INC National reimburses all parking fees.

Love INC National reimburses the use of a personal vehicle for Love INC related travel at the IRS identified business mileage rate.

Love INC National reimburses the cost of shuttles, taxis or rideshare services for Love INC related travel.

Note: Receipts are required for reimbursement, except non-receiptable tips to service people.