

Expense Reimbursement

The Board of Directors of BOMA Oakland/East Bay (OEB) recognizes that board members, officers, staff and committee members (“Members”) of BOMA OEB may be required to travel or incur other expenses from time to time to conduct business and to further the mission of this nonprofit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Members. It is the policy of BOMA OEB to reimburse only reasonable and necessary expenses actually incurred by Members. Expense reimbursements can be approved by the Board of Directors on a case-by-case basis, but need to be preapproved prior to making the travel arrangements and before the trip occurs. Requests for expense reimbursements shall be submitted, using the approved expense reimbursement form with receipts, to the Treasurer.

When incurring business expenses, BOMA OEB expects Members to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, must be supported by required documentation, as they were actually spent.

Expense Reports

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written BOMA OEB Expense Report. The Expense Report, shall be submitted at least monthly or within two weeks of incurring such expense and must include:

- The individual’s name, date
- Purpose for expense (e.g. event, travel, meals, supplies...)
- Committee budget attached if related to an event.
- An itemized list of all expenses for which reimbursement is requested with all related receipts.

Receipts

Receipts are required for all expenditures billed directly to BOMA OEB, such as airfare and hotel charges. No expense in excess of \$25.00 will be reimbursed to Members unless the individual requesting reimbursement submits, with the Expense Report, written receipts from each vendor 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). A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

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Organization Credit Cards

If a corporate credit card is issued to members for travel and other organization-related expenses, the requirements for regular expense reports, explaining charges, as described above under “Expense Reports” must still be met, and charges may not be made for “Non-Reimbursable Expenditures” as described below. Failure to meet the Expense Report requirements, or making of inappropriate charges will result in loss of the credit card.

General Travel Requirements

Necessity of Travel. In determining the reasonableness and necessity of travel expenses, Members and the person authorizing the travel shall consider the ways in which BOMA OEB will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits to BOMA OEB outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered. *BOMA OEB will not reimburse personal expenses and expenses associated with travel of an individual’s spouse, family or friends.*

The BOMA Oakland/East Bay expense reimbursement policy will serve as a guideline for the reimbursement of expenses in conjunction with BOMA OEB-related business (**other than for the Annual Meeting**) The BOMA OEB Board of Directors or individuals they designate are responsible for reviewing submitted expenses and for determining which expenses are reasonable based on these travel expense policies.

General

To be reimbursed for expenses incurred, a BOMA OEB Expense Report form should be submitted as soon as possible after the completion of the business travel or incurring an expense, but not later than two weeks after the travel has been completed. Whenever possible, expenses should be documented by receipts. **Expenses over \$25 must be documented by an original receipt (credit card statements are no longer acceptable as documentation).**

Questions concerning expenses not covered by these policies should be directed to the designated staff member or the BOMA OEB Treasurer.

All Expense Reports will be reviewed by the Treasurer or designated personnel and must have a determination of approval no later than 30 days of submitting an expense report.

Air Fare

- Individuals traveling on BOMA OEB business are required to **purchase airline tickets at least 14 to 21 days in advance** to take advantage of available discounts. If the BOMA OEB member makes changes to the meeting schedule that require an individual to

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change travel plans, the BOMA OEB will reimburse any additional charges or penalties that are incurred.

- BOMA OEB provides reimbursement only for coach airfare (i.e., not for business or first class).
- Exceptions to these policies pertaining to airfare will be granted on a case-by-case basis for illness, family emergency, or other extraordinary circumstances.

Lodging

- Members traveling on behalf of BOMA OEB may be reimbursed at the single room rate for the reasonable cost of hotel accommodations.
- Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness.
- Members shall make use of available corporate and discount rates for hotels.
- All meeting arrangements must be made by BOMA OEB to ensure that available discounts are realized.
- Generally, hotel room rate and tax will be billed directly to BOMA OEB. Incidental expenses should be charged to the individual's credit card and, if appropriate, submitted for reimbursement.
- When a member for personal reasons chooses an alternative hotel to that selected by BOMA OEB, lodging expenses above the daily rate arranged by the BOMA OEB will not be reimbursed.

Meals

- Generally meals provided in conjunction with a meeting are intended for members and staff.
- When a social or dinner is held in conjunction with a meeting, one guest per member or staff may attend that event.
- If a meal is provided in conjunction with a scheduled meeting, no individual expenses for that meal will be reimbursed.
- The cost of meals while out of town (breakfast, lunch, and dinner) should be reasonable and documented by receipts whenever possible. **Any meal over \$25 must be documented by an original receipt.**
- Business-related meals (i.e., those that have a specific business purpose) must be documented in accordance with IRS regulations to be eligible for reimbursement. Such documentation must include the date, place, people present, their business relationship to BOMA OEB, and the business purpose.

Entertainment and Business Meetings

- Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed and should be approved in advance by the Treasurer

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or other Member of the Executive Committee if the expense is to be incurred by the Treasurer. Detailed documentation for any such expense must be provided, including:

- ✓ Date and place of entertainment
- ✓ Nature of expense
- ✓ Name, titles, and corporate affiliation of those entertained
- ✓ A complete description of the business purpose for the activity including the specific business matter discussed
- ✓ Receipts showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

Ground Transportation

- Members are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:
- *Courtesy Cars*. Many hotels have courtesy cars, which will take you to and from the airport at no charge. Employees should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.
- *Taxis*. When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.
- *Rental Cars*. Car rentals are expensive, so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.

Parking/Tolls

- Parking and toll expenses, including charges for hotel parking, incurred by Members traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed.
- On-airport parking is permitted for short business trips. For extended trips, Members should use economy or off-airport facilities.

Incidental Expenses

- BOMA OEB will reimburse **reasonable** expenses for:
 - ✓ Ground transportation to/from the individual's home and the airport and to/from the airport and the meeting location
 - ✓ Reasonable Internet access charges due to absence of Members from the individual's place of business are reimbursable.

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- ✓ Reasonable and necessary gratuities that are not covered under meals may be reimbursed.
 - ✓ Other incidental expenses subject to adequate documentation
- Whenever possible, receipts regardless of amount should be submitted to document incidental expenses. **An original receipt must document any expense greater than \$25.**

Non-reimbursable Expenditures

BOMA OEB maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed; as such expenses are inappropriate for reimbursement by a non-profit association. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance (unless deemed fiscally responsible)
- First class tickets or upgrades
- When BOMA OEB has arranged lodging accommodations and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel
- In room Movies, liquor, or mini-bar costs
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
- Participation in or attendance at golf or tennis tournaments, NASCAR races or other sporting events, without the advance approval of the board or their designee
- Purchase of golf clubs or any other sporting equipment
- Spa or exercise charges
- Clothing purchases
- Business conferences and entertainment which are not approved by the Board of Directors or Executive Committee
- Valet service
- Car washes
- Toiletry articles
- Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies Members on a trip, it is the responsibility of the Members to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.