

# **The Reporters Inc.**

## **Travel and Entertainment Policy**

### **1. Purpose**

The Board of Directors of The Reporters Inc. recognizes that board members, officers, and employees of The Reporters Inc. may be required to travel or incur other expenses from time to time to conduct business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that adequate cost controls are in place, and to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel.

When incurring business expenses, The Reporters Inc. expects Personnel to:

- Be cost conscious and spend the non-profit's money as carefully and judiciously as the individual would spend his or her funds.
- Report expenses, supported by required documentation, as they were actually spent. Expenses must be reported in a timely manner.

### **2. Expense Report**

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:

- The individual's name.
- The name and affiliation of all people for whom expenses are claimed (i.e. people on whom money is spent in order to conduct The Reporters Inc.'s business).
- An itemized list of all expenses for which reimbursement is requested.

### **3. Receipts**

Receipts are required for all expenditures billed directly to The Reporters Inc.

### **4. General Travel Requirements**

#### **A. Advance Approval.**

All travel expenses must be approved in advance by the President/Executive Director of The Reporters Inc.

#### **B. Necessity of Travel**

In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which The Reporters

Inc. 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 a particular individual's presence on a trip is necessary.

## **5. Entertainment**

Expenses related to business entertainment should be paid directly by the employee and may not be billed directly to The Reporters Inc. unless approved in advance by the President/Executive Director or the Treasurer/CFO.