



Serving those with Bleeding Disorders

TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY

It is the policy of the Oklahoma Hemophilia Foundation to provide reimbursement for employees and volunteers for travel related expenses, including transportation, hotels, and food. These expenses must be reasonable and necessary, as well as job-related, and must be pre-approved in writing by the Executive Director or Board President. Individuals should always keep in mind that they are representing a nonprofit organization and have a duty to spend in a conservative and reasonable way.

Individuals seeking reimbursement must complete and submit, to the Executive Director, OHF Expense Report Form, downloadable from the OHF Website (under the resources tab), within 30 days of their trip. Written, itemized receipts for each expense (attach screenshots or scans of all receipts) showing the vendor's name, services provided, date, and total should be attached.

1. Transportation Expenses

- a. Individuals should travel at the lowest available coach/economy airfare to accommodate the purpose of the business trip.
- b. Transportation to and from the airport at both the originating and destination cities will be reimbursed. Receipts (printed or screenshots acceptable) from the taxi or ride service with the date, amount, and locations, if possible, must be submitted. If it is cheaper for an individual to park their personal vehicle at the airport for the duration of the trip, that cost will be reimbursed with receipts showing the location and dates.
- c. ONE checked bag per person will be reimbursed if airline does not include in the cost of the flight.

- d. Local transportation in the destination city will only be reimbursed for travel from the hotel to and from the meeting venue, and for any local meals not available at the hotel or venue.
- e. Individuals will be reimbursed for the use of their personal vehicle in accordance with IRS approved mileage rate for business use of personal vehicles of \$.655 / mile for the calendar year of 2023. Use of personal vehicles for OHF purposes must be pre-approved by the Executive Director or President.
- f. When renting vehicles, individuals must choose the least expensive model vehicle from the least expensive rental company. Money spent on gas for the rental will be reimbursed with receipts. Rental of any vehicle must be pre-approved by the Executive Director or the President.

2. Hotel Expenses

- a. Rooms should be booked at the hotel named by the meeting or event sponsor using the discounted rate when available. No deluxe or luxury hotels will be reimbursed.
- b. Only the standard room rate and taxes will be reimbursed. Hotel receipts must include these details.

3. Food Expenses

- a. Meals while traveling to or from a meeting or event requiring air transport will be reimbursed. Alcohol will not be reimbursed.
- b. Expenses for meals when there is no overnight travel will be reimbursed only when the meals have a defined and reasonable OHF business purpose.

4. General

- a. Individuals may keep, for personal use, any frequent flyer or hotel loyalty program credits earned in OHF travel.
- b. Individuals may extend an OHF trip for leisure time at their own expense, if the extension does not result in any increased cost to OHF.
- c. Reasonable gratuities will be reimbursed.
- d. Arrangements will be made for the individuals unable/not wanting to use their own charge cards. These arrangements may include OHF paying air fare and hotel expenses, issuance of prepaid debit cards, cash advances, or some combination of these methods. Individuals using this option must report and document their expenses in a timely manner and include a refund of any unused advances with their expense report. For most OHF related conferences, retreats, etc the individual will work with the Executive Director on flights and hotels and the Executive Director will book these things in a timely manner so as to get the best price and timeslots needed. This may be after 8 to 5 Monday through Friday working hours as schedules allow for collaboration.