

**PHI GAMMA DELTA FRATERNITY
EXPENSE REIMBURSEMENT POLICY FOR GENERAL OFFICERS**

The policy of the Fraternity shall be to reimburse General Officers for the actual expenses incurred on the Fraternity's behalf while on authorized business. Such expenses should be conservative under the circumstances and necessary to the performance and purpose of the Fraternity. The Fraternity reserves the right not to reimburse expenses that fall outside this policy, whether in nature or amount.

(This policy also will apply to other non-staff fraternity members who are authorized from time to time to travel at fraternity expense, such as Purple Legionnaires attending a Fiji Academy or Ekklesia.)

TRANSPORTATION

Air Travel

In planning and booking air travel, best efforts should be used to book the most economical (coach) airfare, including making reservations at least 30 days prior to date of travel whenever possible. Carrier selection should be influenced by price, not by the traveler's frequent flyer affiliation. Baggage fees should be factored into the airfare comparison.

A fee for changing a ticket may be reimbursed if it is incurred for unforeseen or unavoidable reason.

Personal Auto

Officers will be reimbursed at a rate per mile for travel on fraternity business in their personal vehicle. The rate shall be set by the Archons and is included in an Addendum to this policy.

On the expense report form, include points of departure and arrival as well as total mileage to be reimbursed. Any miles driven for personal reasons should not be included for reimbursement.

Insurance coverage for a personal vehicle is the responsibility of the owner. The Fraternity does not assume liability for damage to personal automobiles used on fraternity business and does not assume liability for deductibles or any other uninsured loss to the vehicle. In addition, the Fraternity will not reimburse for parking fines or moving violations.

If an accident occurs while traveling on fraternity business, please notify the Executive Director.

Rental Auto

Vehicles should be rented at the lowest possible cost considering the number of travelers, luggage and equipment, etc.

Do not purchase insurance coverage from the rental agency (generally Loss Damage Waiver and Liability Insurance Supplement). The Fraternity purchases insurance to cover the loss exposures associated with rental cars when they are being driven on fraternity business.

If an accident occurs, notify the auto rental agency immediately, and then the Executive Director.

Other Transportation Costs

You will be reimbursed for taxi fare, limo, shuttle, and other public transportation when traveling between hotels, airports, railroad stations, and meetings. When more than one such option is available, cost, travel time and convenience should all be considered. As a rule, taxi or limo will be the most expensive.

LODGING

Select standard room accommodations in commercial class hotels or motels (as contrasted with luxury and higher cost options). Exceptions can be made for higher end hotels (1) if the rate is deeply discounted and in line with commercial class rates or (2) if attending a convention or conference at the hotel.

MEALS

Meal expenses while on fraternity business will be reimbursed. These should be reasonable and moderate under the circumstances.

As a rule, the cost of snacks, including coffee and other beverages when not part of a meal, will not be reimbursed.

MISCELLANEOUS EXPENSES

Other reimbursable expenses include:

- Baggage handling and storage expenses
- Conference fees
- Gratuities to bellhops, porters and other service personnel
- Parking and tolls

ACADEMY/EKKLESIA TRANSPORTATION EXPENSES FOR SECTION CHIEFS AND PURPLE LEGIONNAIRES

Purple Legionnaires

Any Purple Legionnaire who has not previously attended either event while serving as a PL will be reimbursed for 100% of reasonable transportation costs.

Any Purple Legionnaire who has previously attended either event while serving as a PL will be reimbursed up to \$200.00 for transportation costs.

Section Chiefs

Any Section Chief who has not attended a training event or who is otherwise in need of training as determined by the Section Chief Executive Committee, any Section Chief serving in a training role, and members of the Section Chief Executive Committee will be reimbursed for 100% of reasonable transportation costs to attend the Fiji Academy.

All other Section Chiefs attending the Fiji Academy will be reimbursed up to \$200.00 for transportation costs.

All Section Chiefs will be reimbursed 100% of reasonable transportation costs to attend the Ekklesia.

SUBMISSION OF EXPENSES

Prompt submission of expenses is important. Expenses submitted more than 60 days after incurred will be reimbursed at 90%. There will be no reimbursement for expenses submitted more than six months after incurred or more than 30 days after the end of the fiscal year in which incurred. Fiscal year end is June 30.

Documentation

All expenses must be itemized on a form provided for that purpose. Receipts must be provided per these guidelines:

- Airfare – Itinerary showing flights, airfare and method of payment
- Hotel – Bill/receipt from the hotel with detail of all expenses to be reimbursed
- Meals – Charge card or restaurant receipt; indicate if multiple diners are included
- Auto Rental – Rental agreement receipt
- Other Ground Travel – Receipt from taxi, bus or shuttle company; indicate point of origin and destination
- Tolls – Receipt from toll operator
- Parking – Receipt from parking facility

Approval

Reimbursement submissions must be approved by the Executive Director. In the absence of the Executive Director, approval may be given by the CFO.

**ADDENDUM TO THE EXPENSE POLICIES
FOR GENERAL OFFICERS AND HEADQUARTERS STAFF**

Reimbursement Rate for Travel on Fraternity Business in Personal Vehicle

General Officers - \$.33 per mile (as of 2/16/19)

Field Secretaries - \$.44 per mile (as of 2/16/19)

All other staff - \$.33 per mile (as of 2/16/19)