

AMERICAN BURN ASSOCIATION
VOLUNTEER TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT
POLICY

Approved: February 17, 2017

The American Burn Association's (ABA) practice is to reimburse volunteers for reasonable travel expenses incurred while conducting pre-approved business for the ABA, subject to the guidelines and procedures set out in this policy. Volunteers may be members of the Board of Trustees, those participating in site visits, committee members attending meetings or others working in an official capacity for the ABA. The specific types of expenses that may be reimbursed and procedures for requesting reimbursement are set out below. This policy is intended to qualify as an "accountable plan" under the Internal Revenue Code (IRC) and relevant Treasury Regulations.

Reimbursable Expenses

Expenses that may be reimbursed under this policy are:

- Business travel expenses, including transportation, lodging and meals.
- Business meals and entertainment.
- Miscellaneous business expenses approved in advance by the Executive Director.

ABA will only reimburse expenses that meet the substantiation requirements set out below. Expenses not addressed in this policy, such as personal entertainment, are not reimbursable.

Travel Expenses

ABA will generally reimburse volunteers for business travel expenses incurred in accordance with the guidelines set out below. Volunteers should always use the lowest-priced transportation option that is reasonably available.

Air Transportation. Volunteers must travel on the lowest-priced coach airfare available, taking into consideration preferred airports, preferred arrival and departure times, connection times and other restrictions, including cancellation and change fees. Premium fares, such as fares for first-class or business-class travel, are reimbursable only in the following circumstances:

- Flights exceeding eight (8) continuous hours in duration.
- Other circumstances that have been approved in advance by the Executive Director.

Volunteers must obtain pre-approval for premium fares from the Executive Director. While volunteers are not otherwise eligible for premium fare reimbursement, if they would like to spend personal funds or use frequent flyer miles to upgrade to a premium seat from the lowest-priced coach fare they may do so.

Baggage Fees. Airline charges for checked baggage are reimbursable in each of the following circumstances:

- The volunteer is traveling for longer than 2 days.
- The Executive Director has approved the charge in advance of the flight.

Frequent Flyer Plans. Volunteers may personally retain frequent flyer awards that accrue from business travel. However, volunteers will not be reimbursed for tickets purchased with frequent flyer miles.

Changes and Cancellations. ABA has reserved the right to determine whether to reimburse volunteers for penalties and other charges for flight cancellations or changes, taking the particular circumstances into account.

Automobile Transportation and Parking. Personal Vehicles. If use of an volunteer's personal vehicle is required for business purposes, volunteers will be reimbursed at the mileage rate set by the Internal Revenue Service (IRS). Tolls and parking fees are also reimbursable. However, ABA will not reimburse volunteers for expenses not necessary for business purposes, such as:

- Parking tickets.
- Vehicle repairs and maintenance.
- Fines for moving violations.
- Vehicle towing charges.

Volunteers using a personal vehicle for business purposes should ensure that their automobile insurance covers business travel.

Rental Cars. If a volunteer uses a rental car for business purposes, ABA will reimburse the volunteer for the reasonable cost of the rental car, gasoline, tolls and parking fees. Volunteers must reserve an economy or standard-sized vehicle. Upgrades to full-size vehicles are permissible only with advance approval by the Executive Director and if required due to the number of passengers.

When renting a car for ABA business, volunteers should accept the additional insurance coverage offered by the rental car company.

Ground Transportation. Volunteers will be reimbursed for ordinary and reasonably priced ground transportation, including buses, shuttles, taxis and car services to and from airports or railroad stations and between the volunteer's hotel and other business-related locations. In the event more than one volunteer takes the same ground transportation, the expense reimbursement form should reflect all passengers.

Rail Transportation. Volunteers may use rail travel when it is less costly than air travel. Volunteers are expected to choose the lowest, most reasonable fare available, taking into account preferred arrival and departure times, applicable connection times and other restrictions, including cancellation and change fees. Reimbursement of penalties

and other charges for cancellations or changes is governed by the rules applicable to air transportation, as set out above.

Hotels and Lodging. ABA will reimburse volunteers for the cost of standard accommodations in a reasonably priced hotel for overnight stays during business trips. Volunteers seeking reimbursement for lodging expenses must submit an itemized hotel receipt or statement which indicates that full payment has been made and contains:

- The name and location of the hotel or other lodging.
- The date or dates of the stay.
- Separately stated charges for lodging, meals, telephone and other expenses.

Volunteers traveling to locations where the ABA has negotiated discounted rates or a master account with a particular hotel must stay at that hotel.

Volunteers are not entitled to reimbursement for incidental personal expenses, such as movies, dry cleaning, mini-bar, etc. Such charges should be subtracted from the hotel bill total before entering the hotel bill charge on the expense report. In the event that an volunteer is staying at a hotel where the ABA has a master account, the volunteer should present a personal credit card at check-in to cover such incidental personal expenses.

ABA will pay room cancellation fees for guaranteed room reservations only in extenuating circumstances, as determined by ABA in its sole discretion.

Meals. ABA will reimburse volunteers for the reasonable cost of their own meals while on official ABA business. However, ABA will not reimburse volunteers for meals that ABA, in its sole discretion, determines are lavish or extravagant or for the cost of any alcoholic beverages. The Executive Director may establish, in advance, a per diem for particular travel.

Volunteers must provide receipts or other appropriate substantiating documentation for each meal taken throughout the trip. Volunteers may include the expense of gratuities up to 20%.

This section does not apply to meals purchased for purposes of business entertainment. Reimbursement of business meals and entertainment is covered below.

Expense Reimbursement Requests

Volunteers may request reimbursement for business-related expenses incurred in accordance with this policy by completing and signing an expense reimbursement form, obtaining written approval as may be required herein and submitting the completed and signed form, including all receipts and appropriate substantiating documentation as

required by this policy, to the Director of Accounting. Expense reimbursement forms are currently available on ABA's website under the Resources Tab under Forms.

Expense reimbursement forms must include original receipts or other appropriate substantiating documentation for each expense showing:

- The amount paid.
- The date the expense was incurred and paid.
- The vendor or provider name and location.
- The nature of the expense.
- Other information required by this policy.

Expense reimbursement forms relating to business use of an volunteer's personal vehicle must list the:

- Miles driven.
- Origin and destination.
- Date.
- Business purpose.

If a receipt or other substantiating documentation is not available, the volunteer must submit a written explanation of why the documentation cannot be provided. ABA, in its sole discretion, will evaluate the explanation and determine whether the expense is reimbursable. Receipts or other supporting documentation, however, are not required for expenses less than \$25.

Volunteers must submit expense reimbursement forms to the ABA within 60 days of incurring the expense. The ABA will not reimburse volunteers for any expenses submitted after this deadline.

The Director of Accounting must verify that the expenses are permissible and that documentation is adequate and accurate and sign the expense reimbursement form. The Executive Director then must approve (by signing) the expense reimbursement form. ABA reserves the right to refuse any expense reimbursement request that is inaccurate, does not include the appropriate substantiating documentation, is submitted late or otherwise fails to fully comply with ABA's policy, as determined by ABA in its sole discretion. Expense reimbursement forms may be subject to audit by ABA or appropriate agencies.

If a volunteer receives an excess reimbursement, the volunteer must report and return any excess amounts to the Executive Director and the Director of Accounting within 60 days.

Expense Reimbursement Payment

Payment Date. ABA will reimburse a volunteer for reimbursable expenses promptly following the date on which a complete expense reimbursement form that includes all required approvals and substantiating documentation is submitted, but in any event no later than December 31 of the calendar year following the calendar year in which the expense is incurred.

Section 409A of the Internal Revenue Code. Reimbursements under this policy are intended to comply with IRC Section 409A and applicable guidance issued thereunder or an exemption from the application of Section 409A. Accordingly, all provisions of this policy shall be construed in a manner consistent with the requirements for avoiding taxes or penalties under Section 409A. The amount of reimbursements provided under this policy in any calendar year shall not affect the amount of reimbursements provided during any other calendar year and the right to reimbursements hereunder cannot be liquidated or exchanged for any other benefit. Notwithstanding any provision of this policy, ABA shall not be liable to any volunteer for any taxes or penalties imposed under Section 409A on any reimbursements hereunder.

Administration of This Policy

The Director of Accounting is responsible for the administration of this policy. Any questions about this policy or the ABA travel and expense reimbursement procedures should be directed to the Director of Accounting or the Executive Director. Violations of this policy should be reported to the Director of Accounting, the Executive Director, or the President of the Board of Trustees.

Acknowledgment of Receipt and Review

I acknowledge that I received and read a copy of the American Burn Association’s **VOLUNTEER TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT POLICY** and understand that it is my responsibility to be familiar with and abide by its terms.

Volunteer Signature

Volunteer Printed Name

Date