



## Travel Policy

### General Travel Policy

This policy serves as a guide for employees incurring travel costs on behalf of ZGlobal.

- Reimbursable expenses should be reasonable in amount directly related to official ZGlobal business. In the rare case that an employee is traveling on behalf of another institution, that institution should reimburse the travel expenses. Double reimbursement is, of course, prohibited.
- Under rare circumstances, first class travel may be permitted. The Executive Director must approve first class air travel prior to purchasing the ticket.
- Items that are not considered legitimate travel costs include in-flight movies, hotel movies, flight insurance, and traffic and parking tickets.
- If family members accompany an employee on a trip, the incremental additional cost of their travel should be paid directly by the employee.
- If more than one person is included on a single bill, the employee should indicate the number of persons. For example, a dinner costing \$175 for one person is not reasonable, but \$175 might very well be reasonable for five persons. You must list each attendee.
- Reimbursement for an employee's personal vehicle mileage is meant to cover all the costs of operating the vehicle, except parking fees and tolls. This will be at the IRS approved rate of \$.56 per mile.
- The best documentation of travel costs is an original receipt or invoice. However, a credit card statement may be used as documentation.
- If the receipt is lost, the employee should write a brief memo detailing the circumstances, the date and the amount. The memo should be given to their Supervisor for approval.
- It is highly recommended that travel is booked 2 weeks in advance in order to guarantee availability and avoid high travel costs. For non-billable trainings and conferences, there is a 2 week minimum to book and travel costs must be pre-approved.

### Billable to Client Travel

ZGlobal must receive "billable to client" receipts listing each client along with names of attendees. These receipts shall be provided separate from personal "non-client billable". ZGlobal does not reimburse for alcohol.