

**Expense Reimbursement Policy - Women's International League
for Peace and Freedom, U.S. Section
(Approved at November 2009 Board Meeting)**

Policy on advances and reimbursements for Board, Committee, and other volunteer travel, phone, and other expenses.

Board Expenses

Board Lodging WILPF expects volunteers to be willing to share lodging in double or more rooms.

If a board member chooses housing other than what has been provided, she is responsible for making arrangements and paying any costs incurred.

Meals

Meals during travel to board meetings are not reimbursed. Breakfast and lunch will be provided at board meetings when possible, with a sliding scale cost announced at the meeting. Dinners will be at the board members' expense unless other arrangements are made.

Board Travel

Board members will be reimbursed for travel to Board meetings and are asked to make their own travel arrangements.

Travel by air should be reserved 21 days or more in advance to secure the most economical rate. If a Board member prefers to travel at a more expensive rate, reimbursement will be only for the cost of the economy-class ticket.

Car, shuttle, and other Board travel is only reimbursable as described below, under Travel and Transportation.

If a Board member needs the Director of Operations to make her plane reservation so it can be charged directly to the WILPF credit card, this request should be made at least 4 weeks before date of travel. Board members are expected to contribute on the sliding scale for food during board meetings. Reimbursement requests should be sent to the national office, attention Director of Operations, no more than six weeks from the Date of the expense. For further information on exceptions to the six-week deadline, see under WILPF Fiscal Year and Reimbursement Requests below.

Generally, other kinds of transportation (and certain other expenses) for Board meetings will be reimbursed in the same way as other official U.S. WILPF travel (and certain other expenses), as described below. Board members should review the entire Expense Reimbursement Policy.

Reimbursement for Non-Board Travel

When a WILPF member travels on National U.S. WILPF business other than travel for Board meetings, reimbursement from National funds is dependent upon that member properly complying with the guidelines specified below and elsewhere in this document.

To conserve WILPF's resources for maximum impact, these are the policies for expenditures on travel, lodging phone calls, and food. Additionally, these are the procedures for requesting advances and reimbursements. WILPF travelers should be sure to review these guidelines and policies substantially months before initiating travel.

Board members and other official National U.S. WILPF-budgeted travelers wanting reimbursement are expected to be current members of WILPF U.S. (life members, pledgers, or having paid dues within the past 12 months). Reimbursements and advances will not be paid to members who are not current.

Advances

No additional advances will be issued to anyone without proper submission of documentation to report on a previous advance.

All requests for large expenses to be paid for from the national office or provided as advances should be communicated to the national office in writing (e-mail or fax) a minimum of 3 weeks before the funds are needed; This allows for normal processing and use of normal mail services. Requests should clearly indicate: (1) the committee or project to which the expense should be charged, (2) the full name, address, and telephone number of the person to be reimbursed, (3) the purpose of the expense, and (4) all related receipts and/or documentation.

Travel and Transportation

WILPF will pay or reimburse for the most economical mode available to meet the need.

All of the travel expense reimbursement requirements described under Board Expenses, above, apply to non-board-meeting travel. This section describes additional policies.

In addition to the Board air travel policies cited above, WILPF will not reimburse for Amtrak Metroliner, Business Class, Acela Express or for car rental when public transportation is available. Special exceptions for program purposes may be made by approval of the Director of Operations (DO).

Car travel is reimbursed for distances up to 500 miles, round trip, by either of two means:

- 1) The current federal tax rate per mile in Appendix 1[2009 - \$.52 per mile] (\$260.00) plus tolls documented with receipts OR
- 2) Out-of-pocket costs for gas and tolls only, documented with receipts.

In particular cases, it may be to the financial benefit of WILPF for travel to be done by car. If this appears to be the case, the potential traveler(s) should submit to the Director of Operations (DO) a proposal for the travel involved, providing a comparison of the cost for car travel in contrast to public transit. Local (in city) travel and possible substantial time savings should be at least partially considered in such a proposal. The DO is authorized to approve such car travel when it is to the overall benefit of WILPF.

When in cities, and when without a car, only public transportation (including airport shuttles) will be reimbursed. If taxis are used, only the equivalent for public transportation will be reimbursed, unless there is a question of disability/accessibility.

Lodging

If a branch invites a board member to visit, the branch is responsible for paying for travel and providing housing.

To qualify for expense reimbursement, when a WILPF member travels on WILPF-budgeted business other than to Board meetings, every attempt should be made to find housing at no cost. WILPF expects volunteers to be willing to share lodging in double or more rooms. If a hotel must be reserved, the member may be reimbursed at half price of a double room at an extremely modest, yet basically secure, hotel per night.

If a board member visits a branch for organizational necessity, rather than by invitation, reimbursement for travel must be agreed to by the Finance Chair and other relevant people - depending on the nature of the visit. The member is required to submit the special request at least four weeks before travel, explaining the purpose of the trip and the budget. The President(s) and/or Finance Chair can make an exception to the four-week advance requirement at their discretion when urgent or opportune circumstances obtain. When the resultant new cost exceeds \$300 or the travel in question involves these officers, the agreement of the President(s) and the Finance Chair is necessary to make an exception.

Meals

For other (non-board) travel, meals are not reimbursed.

Telephone [*Reimbursement not available until further notice*]

WILPF telephone calls can be reimbursed by sending the original or photocopy of the phone bill with a note indicating to which WILPF committee, account or project the expense should be charged. WILPF uses a free service for conference calls so most phone reimbursements cover only long distance charges for the call participants.

Use of the WILPF Credit Card

WILPF has an organizational Master Card which the full time staff is authorized to use for WILPF purposes with proper pre-approval. All credit card uses must be pre-approved in advance by the Director of Operations so that no charges on the bill are mysterious or surprising. The Director of Operations approves only those uses that fit within the approved budget.

The credit card is not available to make any personal charges for either staff or WILPF volunteers.

WILPF Fiscal Year and Reimbursement Requests

WILPF uses the calendar year as its fiscal year and operates on the accrual basis. Board members, committee chairs, other volunteers and all staff are expected to submit any expense reimbursement requests and accounting for advances within six weeks of expenditure. Any request for reimbursement submitted after 6 weeks of incurred expense will not be made unless special arrangements are made with the Director of Operations, in writing, prior to the end of the six-week period. Expenses or anticipated expenses incurred from Nov 15 to Dec 30 must be communicated to DO prior to Dec 15, and request for reimbursement made in the usual 6 week timeframe.

Reporting

Financial reporting should include receipts for both reimbursement requests and for reporting on advances. All advances need to be reported and documented before another advance can be issued.

In addition to the financial reporting, attendance at conferences, meetings, protests, events, etc. should be reported on in writing for program development, membership building, and promotional purposes. Reports may be brief and not necessarily formal but should convey the purpose of attending and any particular links to WILPF and WILPF concerns.