

Warrior Rising

POLICY on TRAVEL and EXPENSE REIMBURSEMENT

1. Purpose

The Board of Directors of Warrior Rising recognizes the following principles in writing this policy:

- That board members, officers, and employees (“Personnel”) of Warrior Rising may be required to travel or incur other expenses from time to time to conduct organizational business and to further the mission of this non-profit organization.
- That our overall goal is to utilize as much as possible of our funding in the service of warriors and minimize the use of funds for expenses such as overhead and operations.

The purpose of this Policy is to (a) ensure that adequate cost controls are in place, (b) ensure that travel and other expenditures are appropriate, (c) provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel, and (d) lay the foundation for travel and reimbursement practices that are fully documented, transparent and auditable. It is the policy of Warrior Rising to reimburse only reasonable, necessary, and prior-approved expenses actually incurred by Personnel. When incurring business expenses, Warrior Rising expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious, conscientious, and spend Warrior Rising’s money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.
- Each traveler on behalf of Warrior Rising shall be responsible and accountable for the stewardship of Warrior Rising’s funds used in travel. Therefore, if Warrior Rising judges that funds are not used responsibly, it reserves the right to not reimburse those funds. Examples of irresponsible use of travel funds include, but are not limited to, the following:
 - Missing flights or train departures, thereby necessitating the purchase of additional tickets.
 - Failing to vacate a room by checkout time, thereby necessitating the otherwise unnecessary payment for an additional day’s stay in a hotel.
 - Waiting until last minute to reserve airline tickets, thereby paying unreasonably high costs for tickets.

In general, it is the policy of Warrior Rising that Warrior Rising will reimburse travel expenses for Personnel traveling to Warrior Rising events only consistent with these principles:

- Expenses will be reimbursed for only those events in which Personnel play an active, supporting, work-related role in the event. If Personnel attend only as observers, their expenses will not be reimbursed.

- Expenses will be reimbursed for Personnel only, and not for travel companions, except:
 - That expenses will also be reimbursed for established caregivers needed by Personnel and approved in advance; and
 - Because of the extreme amount of travel required of the Executive Director and Chairperson of the Board, and when good reasons exist why such people should accompany them, Warrior Rising will also reimburse expenses for one travel companion such as a spouse, family member, friend, or significant other.

Exceptions may be made to this policy to enable reimbursement of travel expenses for non-Personnel by approval of the Warrior Rising Board of Directors or its Finance Committee.

2. Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report within three weeks of the completion of any travel requested for reimbursement by Warrior Rising. Expense reports must include:

- The individual's name.
- An itemized list of all expenses incurred on this trip, both expenses for which Warrior Rising directly paid the expense and those for which reimbursement is requested.
- The date, origin, destination and purpose of the trip, including a description of each Warrior Rising-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money was spent in order to conduct Warrior Rising's business).

3. Receipts

Receipts are required for all expenditures billed directly to Warrior Rising such as airfare and hotel charges. No expense in excess of \$25.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

4. General Travel Requirements

- A. Advance Approval.** All trips that will incur Warrior Rising expenses must be approved in advance. If travel is by an employee, travel must be approved by the individual's manager. If travel is by a Board of Directors member, travel must be approved by the Chairperson of the Board of Directors.
- B. Necessity of Travel.** In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which Warrior Rising will benefit from the travel and weigh those benefits against

the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to Warrior Rising outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

- C. ***Personal and Spousal Travel Expenses.*** Individuals traveling on behalf of Warrior Rising may incorporate personal travel or business with their Warrior Rising-related trips; however, Personnel shall not arrange Warrior Rising travel at a time that is less advantageous to Warrior Rising or involving greater expense to Warrior Rising in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights or additional stopovers, meals, or transportation, are the sole responsibility of the individual and will not be reimbursed by Warrior Rising. Expenses associated with travel of an individual's spouse, family or friends will generally not be reimbursed by Warrior Rising, except as noted in Section 1. Policy above.

5. ***Air Travel***

- A. ***General.*** Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. Warrior Rising will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.
- B. ***Extra-day Stays.*** Personnel traveling on behalf of Warrior Rising are not required to stay over extra nights in order to reduce the price of an airline ticket or hotel room. An individual who chooses to stay over an extra night to reduce the price of an airline ticket shall be reimbursed for reasonable lodging and meal expenses incurred to the extent the expenses incurred do not exceed the difference between the price of the extra night stay ticket and the price of the lowest price available ticket that would not include the extra night stay. To receive reimbursement for such lodging and meal expenses, the individual must supply, along with the Expense Report, documentation of the amount of the difference between the price of the extra-night stay and non-extra-night stay airline tickets.
- C. ***Frequent Flyer Miles and Compensation for Denied Boarding.*** Personnel traveling on behalf of Warrior Rising may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

6. ***Lodging***

Personnel traveling on behalf of Warrior Rising may be reimbursed at the single room rate for the reasonable cost of reasonable hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, the physical condition and safety of the location of the hotel, and proximity to other venues on the individual's itinerary shall be considered in determining

reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

7. *Out-Of-Town Meals and Gratuities*

Personnel traveling on behalf of Warrior Rising will be reimbursed for the full, reasonable, and actual cost of meals (including tips) and non-alcoholic beverages. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. In considering reasonableness, the traveler shall consider such factors as a restaurant's location and others with whom the traveler is dining. At some future time, the Warrior Rising Board of Directors may establish maximum per diem meal allowances and gratuity amounts.

8. *Ground Transportation*

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- **Courtesy Cars:** Many hotels have courtesy cars, which take people to and from the airport at no charge. Such hotels generally have a well-marked courtesy phone at the airport if this service is available. Employees should take advantage of this free service whenever possible.
- **Airport Shuttle or Bus:** Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are usually as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim areas.
- **Taxis:** When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.
- **Rental Cars:** Car rentals are expensive; so other forms of transportation should be considered when practical. Personnel will be allowed to rent a car while out of town provided that advance approval has been given and that the cost is less than alternative methods of transportation.

9. *Personal Cars*

Personnel are compensated for use of their personal cars when used for Warrior Rising business in which the car mileage for the single business trip exceeds 25 miles. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Minneapolis to Milwaukee, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

10. *Parking and Tolls*

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on

Warrior Rising business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the Personnel and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use less-expensive off-airport facilities.

11. Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:

- date and place of entertainment;
- nature of expense;
- names, titles and corporate affiliation of those entertained;
- a complete description of the business purpose for the activity including the specific business matter(s) discussed; and
- vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

12. Non-Reimbursable Expenditures

Warrior Rising maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance.
- First class tickets or upgrades.
- When lodging accommodations have been arranged by Warrior Rising and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Warrior Rising. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Movies.
- Wine, liquor, and any other forms of alcoholic beverages or bar costs, including any such costs incurred as part of a meal.
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- Participation in or attendance at golf, tennis or sporting events, without the advance approval for good reason by the Executive Director or the Chairperson of the Board of Directors.
- Purchase of golf clubs or any other sporting equipment.

- Spa or exercise charges.
- Clothing purchases.
- Business conferences, educational workshops, and entertainment events which are not approved in advance.
- Valet service.
- Car washes.
- Toiletry articles.
- Expenses for caregivers, spouses, friends or relatives except as provided in Section 1. Purpose above. If a caregiver, spouse, friend or relative accompanies Personnel on a trip, and his or her associated expenses will not be reimbursed, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and make the appropriate adjustments in the reimbursement request.
- Overnight retreats without prior approval.

13. REVIEW OF POLICY

The Board of Directors will review this policy at least every two years. The board may amend this policy at any time. Amended policies shall apply only to travel taking place after the amendments are approved and shall not be applied to travel completed prior to the effective date of the amendment(s).