

Siri Singh Sahib Corporation

Board Member
Travel Reimbursement Policy
rev.2013-04-17

This is the Siri Singh Sahib Corporation (“SSSC”) travel policy for all travel related to board meetings and the performance of company business by SSSC board members.

1. APPLICABILITY and PURPOSE

This policy ensures fair and equitable treatment of board members by defining procedures for authorized travel and guidelines for expense reimbursement. When submitting expense reports to claim reimbursement, board members are expected to neither gain nor lose financially.

2. DEFINITIONS

2.1. Listed Locations: These are locations with higher than standard hotel and M&IE costs. Listed locations include but are not necessarily restricted to the following. If you consider a location not included here a “listed” location due to high cost of appropriate lodging & M&IE, contact your supervisor for proper approval for increased budget.

- New York City
- Washington, D.C.
- Los Angeles
- San Francisco
- Chicago
- Seattle
- Portland
- Honolulu

2.2. M&IE: Meals & Incidental Expenses (Per-diem)

3. REIMBURSABLE TRAVEL ACTIVITIES

The Siri Singh Sahib Corporation will reimburse board members for travel relating to attendance of board meetings and performance of company business. A critical balance must be sought between the company’s need for cost effectiveness and the board member’s need for quality services. Board member travel should be via the lowest cost alternative, consistent with good business practices and board member comfort and safety. Neither luxury, nor sub-standard modes of transportation or accommodations should be used.

4. APPROVALS

Travel related to the attendance of board meetings does not require approval but is subject to the restrictions outlined in this document. Travel by board members related to company business other than board meetings requires approval by the President or Treasurer and is subject to the restrictions outlined in this document.

5. Air Travel: Air travel will be via the most direct and economical means, accommodating the comfort, needs and preferences of the board member.

5.1. Class of Service. All board members should purchase coach or economy class tickets unless they receive a free upgrade, pay for the upgrade themselves, or use their frequent flier miles for the upgrade. Any other upgrade would need to be justified and receive specific approval from executive management.

5.2. Reservations. Board members will make their own flight arrangements, obtaining the lowest fare available.

5.3. Airfares. Use of “non-refundable” airfares is recommended. These fares are usually less expensive than refundable unrestricted fares. In most cases, if the travel is changed or cancelled, the funds can be applied to future travel.

5.4. Airport Parking. Board members will park in long-term parking lots that offer a daily rate as opposed to parking in short-term parking lots that charge by the hour.

5.5. Personal Modes of Travel. Board members choosing to use personal modes of travel between cities serviced by regularly scheduled airlines will be reimbursed based on least expensive airfare or actual expenses, whichever is less.

6. Lodging

6.1. Local Lodging: Whenever possible, Board Members will seek lodging with the local sangat unless other lodging is arranged and approved by SSSC.

6.2. Hotel Room Selection. Board members should select good quality, moderately priced hotels. Under no circumstances will a board member be required to stay at a location where he or she feels conditions are unsafe or unsanitary. When making travel arrangements board members should try to reserve accommodations at a suitable accommodation. If a board member arrives and finds the reserved accommodation is unsuitable, the board member should move and notify his or her supervisor at the earliest opportunity of the situation.

6.3. Hotel Room Type. Hotel allowance shall be \$110/day for standard locations or \$150/day for “listed” locations. Board members should seek accommodations under the limit whenever practical and consistent with safety and appropriate service levels for the occasion. A higher allowance may be justified when staying at a meeting location or conference hotel would be more cost effective, for instance by eliminating the need for a rental car.

7. Car Rental: Cars should be rented by board members when other means of transportation are unavailable, more costly, or impractical.

7.1. Size Limit. All rentals should be for intermediate cars or smaller, unless three (3) or more people are traveling together or if an upgrade is provided by the rental company at no cost. If three (3) or more people are sharing, a full size car is authorized. Only one rental car will be provided for groups of four (4) or fewer. Exceptions must be valid and approved by the authorized senior manager.

7.2. Car Rental Insurance. Any insurance or loss damage waiver offered by the rental company should be declined if the board member uses a credit card for which the general liability insurance covers liability for rental cars up to \$50,000 physical damage. Otherwise, insurance or loss damage waiver offered by the rental company should be accepted.

7.3. Refueling. Board members are expected to refuel cars prior to returning them to the rental company. Board members will not purchase fuel from the rental company by prepayment or upon return, as rental car companies charge a huge premium on the cost of fuel. Prepaying for fuel is only valid if you know absolutely that you are going to use the entire tank.

8. Other Transportation:

8.1. Personal Car: Board members are only authorized to use their personal automobile if they have both a valid driver's license and current comprehensive auto insurance including liability.

8.2. Mileage Reimbursement: Mileage will be reimbursed for Privately Owned Vehicles at a standard rate of **\$0.45 per mile** (effective November, 2011). This mileage allowance covers all auto costs (e.g., gasoline, service, insurance, etc.) other than parking and tolls which will be reimbursed with a receipt. The board member assumes the responsibility for all parking and traffic fines.

8.3. Ride Sharing: If two or more individuals are traveling to the same location, it is recommended that one board member share the ride with others.

8.4. Taxi and Other Local Transportation: The cost of taxis to and from places of business, hotels, airports or railroad stations in connection with business activities is reimbursable. Use of taxis is authorized only when more economical services (hotel vans, shuttles, etc.) are not available. Board members are encouraged to utilize public transportation whenever feasible. Receipts are required for all transportation expenses of \$10 or greater.

9. Meals and Entertainment

9.1. Per Diem/M&IE: Allowance for meals and incidental expenses will be the daily rate for the location set by company policy. The rate for standard locations is \$50.00/day. The rate for listed locations is \$70/day. M&IE includes meals, drinks, and snacks and also tips to porters, drivers, food service personnel, and other service personnel. Parking fees and tolls are reimbursable separately with receipts. Laundry will be separately reimbursed with receipts for trips five days or longer in duration.

9.2. Business Meals: Business meals are those meals taken other board members, employees, or during the performance of company business.

9.3. Entertainment Expenses: Entertainment expenses are NOT reimbursable.

10. Telecommunications

- 10.1. **Air/Rail Telephones:** Except in an emergency, or when critical business issues are involved, board members should not use air-phones, rail-phones or telephones in car services due to their high cost.
- 10.2. **Hotel Surcharges:** When possible, avoid making calls from hotels that add surcharges. If the traveler has been issued a company cell phone, it should be used for making calls in the continental U.S.
- 10.3. **Internet Access Fees:** Internet access fees are acceptable if required for business purposes

11. **Limitation of daily expense reimbursement:** Daily expenses such as car rental, per diem, and lodging are reimbursable only for days required to perform board business. Other days when board member is not active in board business are not eligible for reimbursement of daily expenses.

12. **Spouse/Personal travel combined with business:** Travel expenses for a spouse or other family members who are not board members are NOT reimbursable. However, a spouse or other family members may share accommodations as long as there is no additional cost to SSSC as a result. Spouses are not allowed to drive rental cars rented for company business.

13. **When combined with other events that reimburse travel:** When travel is reimbursed by other organizations, such as the Khalsa Council, board members will not seek reimbursement from those organizations.

14. **Non-reimbursable expenses:** The following expenses are NOT reimbursable—expenses without proper documentation; baby-sitter fees; charitable contributions; personal gifts; personal articles (toiletries, magazines, etc.); gasoline, except for instances noted within this policy; Normal commuting expenses; traffic and parking fines; in-flight movies/refreshment; hotel movies, games and other discretionary charges; laundry and dry cleaning; luggage/briefcases; air, (rental) car phone usage; additional travel insurance coverage.

15. Reimbursement Request:

- 15.1. **Request Form:** A reimbursement request form itemizing the expenses and summing the expected reimbursement is required when requesting reimbursement.
- 15.2. **Receipts:** Original or copied receipts must be attached to the reimbursement request form.
- 15.3. **Timeliness:** Reimbursement requests must be submitted no later than 15 business days after completion of the travel.

16. **Audit:** All reimbursement requests are subject to audit by the company officers or appointed auditors. If an issue arises which could preclude reimbursement, the request will be held pending further discussion with the board member.