***FireSafe Marin Travel Policy***

**I. Objective.**

The objective of this Travel Policy is to further FireSafe Marin’s mission by ensuring that those who travel on behalf of FireSafe Marin act responsibly in incurring expenses and that FireSafe Marin complies with all applicable laws and regulations governing travel expenses.

Pursuant to the United States Internal Revenue Code (the “Code”), travel expenses are not treated as income to the traveler only if the expenses are “ordinary” (common and accepted in your field of business), “necessary” (helpful and appropriate to your business) and not “lavish or extravagant” (reasonable under the circumstances). Consistent with the requirements under the Code, FireSafe Marin will reimburse only those travel expenses incurred for an approved business purpose that are ordinary, necessary and reasonable.

The safety of individuals traveling on behalf of FireSafe Marin is of paramount importance. In the event of an emergency or in other situations where safety is a concern, higher travel costs may be justified.

**II. Persons Covered.**

This policy covers any individual who travels on behalf of FireSafe Marin, regardless of whether the person is a director, officer, employee, candidate for employment, volunteer, consultant, independent contractor or other party.

**III. Process.**

1. **Prior Approval.**

All travel must be approved in advance by the appropriate Reviewing Party, unless advance approval is impractical under the circumstances. For purposes of this Travel Policy, the Reviewing Party shall mean, unless otherwise indicated, the following:

* For the President, the Treasurer or his or her designee;
* For FireSafe Marin directors or officers, the President or his or her
* designee;
* For consultants, independent contractors or speakers at FireSafe Marin events, the

Vice President overseeing the work in consultation with the President;

* For volunteers or any other traveler, the Vice President overseeing the work in consultation with the President.

It is the responsibility of the individual planning to travel and seeking reimbursement to obtain any necessary approval prior to travel in writing.

1. **Documentation.**

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written expense report in a form prescribed by FireSafe Marin. The expense report must be submitted within thirty days after completing a business trip. Each traveler is responsible for preparing and submitting his or her own expense report, which must include sufficient detail to identify the purpose of the expense and the services provided. An itemized original receipt must be submitted for each expense. If an original receipt is not available, the traveler may submit alternative written proof of the expense, such as a bill, canceled check or, if nothing else is reasonably available, a written statement detailing the expense and the reason no receipt is available.

1. **Expense Report Approval.**

FireSafe Marin will reimburse travel expenses only if a traveler’s expense report is approved by the Reviewing Party. The Reviewing Party is responsible for reviewing the expense report to ensure that only ordinary, necessary and reasonable expenses are reimbursed. It is the traveler’s responsibility to submit the approved expense report to the Treasurer

1. **Travel Advances.**

FireSafe Marin may advance a traveler the reasonably anticipated amount of travel expenses, provided that the traveler submits an advance request approved by the Reviewing Party at least fourteen days prior to travel. In addition, the traveler must submit an expense report for advanced travel expenses in the same manner as for expenses for which reimbursement is requested. If the amount of a travel advance exceeds the amount of expenses approved for reimbursement, the traveler must reimburse FireSafe Marin in an amount equal to such excess at the time the expense report is submitted.

**IV. Types of Expenses.**

1. **Air and Train Travel.**

In general, FireSafe Marin will reimburse for the actual, reasonable cost of coach travel only, not for premium or first-class travel. For an overnight international flight, an individual may upgrade to business class if it enables the individual to sleep during the flight and thereby save the time and cost of an overnight stay and the upgrade is approved in advance by the President or the President’s designee. Travelers are required to select the lowest reasonable air or train fare available for a reasonably convenient, comfortable and safe itinerary. Whenever possible, air travel reservations should be booked round-trip and as far in advance as possible to maximize savings.

1. **Hotel.**

FireSafe Marin will reimburse at the single room rate for the actual, reasonable cost of hotel accommodations of standard convenience, comfort and safety, not deluxe or luxury hotel accommodations. Travelers are required to select the lowest reasonable rate for standard lodging. In an effort to keep our costs manageable and affordable, for any approved travel and overnight stay, the hotel cost must not be above $225 per night. If it is higher, travelers must obtain prior approval from the President and Chief Executive Officer. The federal per diem rate authorized for lodging at that location should be used as a benchmark for what constitutes reasonable costs. However, FireSafe Marin is aware that, as a charitable organization, reduced government rates are not always available. FireSafe Marin does not reimburse for in-room movies, laundry (except on trips over seven days long) or personal phone calls (beyond one call home per day). Whenever possible, travelers should use a cell phone or calling card rather than the hotel billing for long-distance calls. FireSafe Marin will reimburse for the actual, reasonable cost of internet access in a traveler’s hotel room or through the hotel’s business center if such service is used for business purposes.

1. **Meals**

FireSafe Marin will reimburse for the actual, reasonable cost of meals. The federal per diem rate authorized for meals at that location should be used as a benchmark for what constitutes reasonable costs.

1. **Local Ground Transportation.**

FireSafe Marin will reimburse for the actual, reasonable cost of local ground transportation. Travelers are required to use the most economical ground transportation appropriate under the circumstances and should use hotel courtesy cars or public transportation whenever it is safe, convenient and cost-effective. If hotel courtesy cars and public transportation are not safe, convenient or cost-effective, travelers may use shared ride services or taxis or, if less expensive than taxis, car services. For trips in which several travelers are attending the same event and live within a reasonable proximity to one another, or are at the destination airport or train station within an hour of one another, good faith efforts should be made to share local ground transportation services to and from the airport or train station.

Car rentals are generally expensive and, therefore, should be used only as a last resort, taking into account the safety, convenience and cost-effectiveness of other methods of transportation. Size and type of rental cars should be appropriate to the number of people in the car and the road conditions on which it will be used. In addition to the cost of the car rental, FireSafe Marin will also reimburse the traveler for the actual, reasonable cost of tolls and parking.

1. **Personal Automobile.**

FireSafe Marin will reimburse for use of a personal automobile for business travel (which does not include transportation to and from the office) at the mileage rate allowed by the United States Internal Revenue Service, plus the actual, reasonable cost of tolls and parking. However, in the case of a traveler who uses his or her personal automobile to take a trip that would normally be made by air, the total reimbursement for use of a personal automobile will not exceed the cost of the lowest available round-trip coach airfare for a reasonably convenient, comfortable and safe itinerary.

1. **Other Expenses.**

FireSafe Marin will reimburse for actual, reasonable incidental costs associated with business travel, including without limitation business phone calls, faxes, photocopies, computer supplies and tips. Tips, where customary and expected, should be between fifteen and twenty percent, except that porter tips, where necessary, customary and expected, should be at the average of what is reasonably expected.

**V. Non-Business Travel.**

1. **Expenses of Traveling Companion.**

FireSafe Marin will not reimburse for expenses that are attributable to a traveler’s spouse, partner, child or any other traveling companion, unless the companion is also conducting business on behalf of FireSafe Marin and the companion’s travel is approved in advance by the President or the President’s designee.

1. **Personal Travel.**

Travelers may incorporate personal travel with business trips if the personal travel is approved in advance by the Reviewing Party, the travel is arranged at a time that is acceptable to FireSafe Marin and the business travel expenses are not greater as a result of combining the business trip with personal travel. The traveler is responsible for the additional cost of any personal travel.

**VI. Third Party Reimbursement of Travel Expenses.**

If the Reviewing Party of an FireSafe Marin traveler approves in advance the traveler’s participation in an outside event as part of his or her official duties, then offers by a third party to reimburse FireSafe Marin for related reasonable travel expenses may be accepted. Any travel expenses that a third party has not agreed to reimburse will be reimbursed by FireSafe Marin to the extent such expenses are consistent with this Travel Policy.