

Meals: When meals are not provided at meetings, KRRC will reimburse expenses for meals at GSA rates. Alcohol included on a receipt is not reimbursed. To simplify and expedite payment, request of per diem rates, versus submission of many smaller receipts, is preferred and more economical for the organization.

Lodging, meals, and incidentals rates for specific California and Oregon destinations may be found here: <http://www.gsa.gov/portal/category/100120>.

Other Expenses:

Subscription and Registration Fees: For KRRC Staff, from time to time, it will be beneficial to the organization for a staff member to have a subscription to a service or pay a registration fee. These expenses will be reimbursed so long as there is a justifiable business reason for these expenses and they are incurred to benefit the organization.

Business Meals: A business meal must have a business purpose, be necessary and reasonable in order to accomplish a business objective, and be fully documented in compliance with IRS regulations.

The IRS requirements include all of the following:

- Receipts for meals if not a per diem expense
- Date and location
- Names and titles of individuals in attendance if more than one
- Purpose/Objective

Spouses and children: Expenses that are attributable to a traveler's spouse, partner, or children are not reimbursable. The traveler is responsible for the incremental costs. Transportation and meal expenses for the spouse or children will not be paid by the organization.

Supplies and Services: On occasion, a staff member will have to use personal funds to purchase supplies or services. Staff are encouraged to first work through KRRC's Administrative Assistant to order needed supplies within budget; if that option is not available, the second option would be for staff to use their corporate card if they have one; expending personal funds and requesting reimbursement should be the last option. In the event that personal funds are expended, KRRC will reimburse reasonable expenses with a valid business justification,

Expense Reporting

KRRC has a standard form for reporting sponsored travel for reimbursement.

Forms and receipts should be submitted within 15 business days of the trip or expenditure end date. Forms and receipts can be submitted by email to payables@klamathrenewal.org. Print-outs of on-line transactions confirmations can be used for Internet purposes. Scanned copies are acceptable. Use of GSA per diem rates for meals do not require receipts; any expenses for lodging or business expense over \$75 require a receipt.

