

Municipal Analysts Group of New York

Travel and Other Expense Reimbursement Policy

1. Purpose

The Board of Directors of MAGNY-- the Municipal Analysts Group of New York ("Organization") recognizes that board members, officers, and employees ("Personnel") of MAGNY may be required to travel or incur other expenses from time to time to conduct Organization business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of MAGNY to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, MAGNY (Organization) expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend MAGNY 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.

The Organization will reimburse employees for ordinary and necessary business expenses provided that they are reasonable and incurred in connection with Organization business. Expenditures that do not comply with the Organization's policy will be the obligation of the employee and will not be reimbursed. Lavish expenditures will not be reimbursed. The Organization's expense reimbursement program is designed to meet the Internal Revenue Service's definition of an accountable plan. As a result, expenses and reimbursements that conform to this policy will not be reported as taxable income to the employee. [On occasion, the policy may indicate that certain items will be treated as taxable compensation. The Organization will withhold all appropriate employment taxes from these payments.]

2. Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested, must include:

- The individual's name.

- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each Organization-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct MAGNY's business).
- An itemized list of all expenses for which reimbursement is requested.
- Signature of an Authorized Signatory (See paragraph 4).

No individual should charge expenses which will result in personal profit. Intentional misrepresentation of facts on an expense report is a serious offense, which will result in disciplinary action that may include dismissal. The traveler may delegate responsibility for preparation of the forms but will always retain accountability for travel expenses.

3. Receipts

Receipts are required for all expenditures billed directly to MAGNY, 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. Authorized Signatory

The Authorized Signatory is responsible for implementing and maintaining effective control procedures in accordance with this policy. The Authorized Signatory of an Employee Expense Report and/or Travel Requisition Request is responsible for verifying that the proposed travel is in compliance with this Travel Policy specifically:

- Business purpose of the travel is valid and directly related to official Organization business;
- Never approve one's own or, a supervisor's travel expenses;
- Total cost of the trip is reasonable and within the approved budget; and,
- Expenses are charged to the proper accounts.

The Authorized Signatory is also responsible and accountable for approvals of reimbursement of travel-related expense incurred by the Traveler. The Authorized Signatory's authorization of a traveler's Employee Expense Report indicates that all expenses for which reimbursement has been requested qualify for reimbursement under the terms of this policy. Authorized reviewers may not authorize reimbursement of their own travel expenses.

5. General Travel Requirements

A. Advance Approval

All trips involving air travel or at least one overnight stay must be approved in advance by the individual's supervisor; **however**, any out-of-state travel must be approved by MAGNY Treasurer.

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 MAGNY 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 MAGNY 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 MAGNY may incorporate personal travel or business with their Organization-related trips; **however**, Personnel shall not arrange Organization travel at a time that is less advantageous to MAGNY or involving greater expense to MAGNY 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, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by MAGNY.

Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by MAGNY.

6. Air Travel

A. General

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. MAGNY will reimburse or pay only the cost of the lowest fare available, that includes the cost of a seat and carry on bag (such as standard economy or equivalent), for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.

B. Saturday Stays

Personnel traveling on behalf of MAGNY are not required to stay over Saturday nights in order to reduce the price of an airline ticket. An individual who chooses to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay ticket and the price of the lowest price available ticket that would not include a

Saturday 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 Saturday stay and non-Saturday stay airline tickets.

C. Frequent Flyer Miles and Compensation for Denied Boarding

Personnel traveling on behalf of MAGNY 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.

7. Lodging

Personnel traveling on behalf of MAGNY may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, 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.

8. Out-Of-Town Meals

Personnel traveling on behalf of MAGNY are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal allowance in accordance with the established GSA rate: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

9. 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 will take you to and from the airport at no charge. The hotel will 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 as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.

Taxis

When courtesy cars and airport shuttles are not available, a taxi or ride share (Uber etc) 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 or ride share 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. Employees will be allowed to rent a car while out of town provided that advance approval has been given by the individual's supervisor and that the cost is less than alternative methods of transportation.

Car Rental Insurance

When renting a car within the United States on Organization business, you are advised not to take insurance on rental vehicles. Charges for personal accident insurance are not reimbursable. The rented vehicle may not be driven by persons other than the renter or leave the state in which it is rented without the agency's permission.

10. Personal Cars

Personnel are compensated for use of their personal cars when used for Organization business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the published IRS rate per mile effective as of the travel date.

In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Pittsburgh to New York City, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement may not exceed the sum of the lowest available round trip coach airfare.

11. Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on Organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed.

On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

12. 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 by the Treasurer of MAGNY. 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 discussed.
- 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).

13. Other Expenses

Reasonable Organization-related telephone, internet connection and fax charges due to absence of Personnel from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Finally, emergency secretarial work and/or postal charges incurred are reimbursable for the purpose of work on behalf of MAGNY.

14. Non-Reimbursable Expenditures

MAGNY maintains a strict policy whereby 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 MAGNY and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by MAGNY. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Movies, in room bar costs or hotel fitness charges.
- Membership dues at any country club, private club, athletic club, golf club, tennisclub or similar recreational organization.
- Participation in or attendance at golf, tennis or sporting events, without the advance approval of the chairman of the board or his designee.
- Purchase of golf clubs or any other sporting equipment.
- Spa or exercise charges.
- Clothing purchases and/or dry cleaners.
- Business conferences and entertainment which are not approved by the Treasurer of

MAGNY.

- Valet service.
- Car washes.
- Toiletry articles.
- Expenses for spouses, friends or relatives including babysitting or pet sitting.
- Overnight retreats without the prior approval of the Treasurer.

NOTE: MAGNY offers this list of non-reimbursable expenses by way of example only, and in no way means to imply that categories of expenses not included on this list should automatically be eligible for reimbursement. This list is meant to be a guide Management and the Board reserve the right to deny reimbursement requests that are found to be not in furtherance of their mission.

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Preapproval of Expenses for a MAGNY-related Trip

Name: _____

MAGNY Position: _____

Meeting Details (who will attend, where, why, benefit to MAGNY):

Estimated Airfare : \$ _____

Estimated Hotel: \$ _____

Estimated Transfers: \$ _____

Estimated Meal Expense (at maximum of \$75/day): _____

Total Approval Estimate: \$ _____

MAGNY reserves the right not to reimburse if expenses exceed 105% of preapproved value of anticipated reimbursement.

Approval attached (attach an email with MAGNY Board approval, or minutes of a meeting of the MAGNY Board). Yes No

Expense Reimbursement Request

Pre-Trip approval by the MAGNY Board obtained on _____.

Name: _____

Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Checks should be made payable to: _____

Expense Instructions: Please submit expenses that your employer will not reimburse. If employer is willing to pay partial expenses, e.g., airfare, please request MAGNY reimbursement of other eligible expenses only.

Airfare: \$ _____ Coach only. Reservations must be made prior to 2 weeks before the scheduled travel and the cost of airfare must be pre-approved by the MAGNY Board.

Transfers: \$ _____ Shuttles and cabs are permitted. Rental cars and limousines are not covered.

Hotel Room and Tax: \$ _____

Meal Cost: \$ _____

Total Expenses Submitted: \$ _____

By submitting this reimbursement request, I believe the above information to be true, accurate and complete and to be in compliance with the MAGNY Travel Reimbursement Policy.

Signature of Submitter: _____ Date: _____

Receipts (or copies) must be submitted with this form.

Expense Reimbursement for MAGNY Employees

In conducting MAGNY business (such as board meetings, conferences and seminars) or representing the MAGNY at industry meetings at the direction of the MAGNY Chair, MAGNY employees incur expenses which are reimbursable. Such expenses include mileage, parking, transfers, airfare, meals, internet access, business center, hotel and gratuities. Board or Speakers' dinners will also be reimbursed. Employees represent that no personal expenses will be submitted for reimbursement and further, that all incurrence of expense will be done with the MAGNY's financial wellbeing in mind. Expenses reports will be prepared and submitted, together with applicable receipts, to the MAGNY Treasurer for approval.