



Travel and Expense Reimbursement Policy

Statement of Purpose and Responsibilities

This policy is applicable to employees of the Pastoral Center of the Archdiocese of Cincinnati (hereinafter “Archdiocese”). This policy governs the reimbursement of travel, entertainment and other business expenses incurred during the conduct of Archdiocese business, as well as the issuance and use of credit cards. It is the Archdiocese’s policy to reimburse employees for ordinary, necessary and reasonable expenses when directly related to the transaction of Archdiocese business. This policy does not govern the room and board a priest receives under the Priests’ Personnel Policies.

Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the Archdiocese, the employee is actively engaged in a business meeting or activity necessary to the performance of the employee’s job duties, or, in the case of entertainment, there is a clear business purpose.

Employees are expected to exercise prudent business judgment regarding expenses covered by this policy. Reimbursement for expenses that are not in compliance with this policy requires the prior written approval of the Archdiocese’s Chief Financial Officer (CFO) or designee.

Archdiocese employees are responsible for complying with this policy. Employees submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

Documentation

Requests for reimbursement of business expenses must be submitted on the appropriate [expense reimbursement request form](#). Each expense shall be separately identified. Forms shall be dated and signed by the employee.

While original receipts are recommended for all expenses submitted for reimbursement, they are required for all expenses greater than \$25.00. Requests for exceptions to this policy should document extenuating circumstances and be approved by the CFO or designee.





The Archdiocese complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- (1) the amount of the expenditure;
- (2) the time and place of the expenditure;
- (3) the business purpose of the expenditure; and
- (4) the names and the business relationships of individuals other than the employee for whom the expenditures were made.

Requests for reimbursement lacking complete information will be returned to the requesting employee. Reimbursement requests shall be promptly submitted, and in no event more than ninety (90) days after the expense. Reimbursement requests more than ninety (90) days old may be rejected.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the employee's immediate supervisor for review and signature approval. The CFO or designee may approve expense reimbursement in the absence of the employee's supervisor.

Supervisors approving expense reports are responsible for ensuring that the expenses reported are proper and reimbursable under this policy, the expense report has been filled out accurately and has the required documentation; and the expenses are reasonable and necessary.

Reimbursable Expenses

The following are reimbursable expenses, as long as they are in compliance with the applicable provisions of this policy, and are for business purposes:

- Hotel or motel charges and related tips
- Airfare, train fare, bus fare, taxicabs, and related tips for taxicabs, usually 15% and no more than 20%
- Meals, including tips usually 15% and no more than 20%
- Business telephone calls
- Charges for internet connectivity at the hotel or motel
- If the employee does not have a mobile phone, once daily calls home of a reasonable length while travelling on Archdiocese business





- Car rental expenses
- Personal mileage, if using own vehicle
- Toll and parking charges
- Conference and convention fees
- Business center costs (i.e., copying, faxing, etc.)
- Reasonable business entertainment expenses
- Laundry and/or dry cleaning expenses during trips in excess of five days
- Other reasonable and necessary business expenses, not specifically excluded by this section

The following expenses are **not** reimbursable:

- Airline club dues
- First class airfare
- In-flight movies/refreshments
- Hotel room movies and other forms of personal entertainment
- Health club dues
- Child care costs
- Barbers/hairstylists
- Traffic fines
- Tips in excess of 20% and/or tips in addition to pre-applied gratuity
- Luggage, briefcases and/or other travel items, unless approved by the Department Director
- Alcohol, unless consumed during legitimate business-related entertainment activities
- Meals including only company employees, unless part of overnight travel on company business and/or approved in advance by the CFO or designee
- Parties and/or gifts for Archdiocese employees (There is an exception for a party that is approved in advance by the relevant Department Director for a retiring employee.)
- Parties and/or gifts for vendors
- Gifts and/or donations to charities
- Reimbursement for personal miles in excess of the cost of airfare to the same destination
- Memberships in clubs and/or organizations unless approved by the Department Director and/or the Archbishop
- Bereavement expenses for flowers, etc., unless approved in advance by the Department Director and/or the Archbishop





No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Each employee and supervisor must use his/her best professional judgment in determining if an unlisted expense is reimbursable under this policy.

Air Travel

All employees are expected to travel coach class, and are encouraged to search for the lowest available restricted but changeable fare, rather than the fully-refundable fare. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made, and no contribution recorded on behalf of the employee for the business use of frequent flyer credits.

The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). All unused airline tickets are to be promptly returned to the CFO or designee. Employees must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

Lodging

Prudent judgment should be used when selecting a hotel or motel. A single room with a private bath in a moderately priced business class hotel or motel is the Archdiocese's standard.

For all lodging expenditures, hotel receipts must be submitted; credit card charge slips do not represent adequate supporting documentation.

The Archdiocese will not reimburse an employee for separate travel costs associated with his/her spouse. However, the cost of a shared hotel room need not be allocated between an employee and his/her spouse for purposes of this policy.

Rental Cars

Employees may rent vehicles for business purposes and are expected to rent the least expensive vehicle available and appropriate to the business use.

Employees are required to accept "Loss Damage Waiver" coverage so that any damage to the rental car is covered with no deductible. Employees driving rental cars for business purposes will have liability coverage under the Archdiocese's business





liability policy. The renter of the vehicle is responsible for all parking fines and moving violation tickets.

Personal Vehicles

Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and are required to maintain adequate insurance coverage as determined by the Finance Department. Mileage will be reimbursed at the rate established by the Archbishop. Miles submitted for reimbursement should be net of any normal commuting miles.

Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy, and employees will be responsible for any damage to the vehicle, as well as for liability. The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

Credit Cards

Credit cards issued in the name of the Archdiocese may be provided, at the CFO or designee's discretion, to those employees whose jobs require a significant amount of travel, entertainment, or business purchasing. Employees requesting a credit card shall submit a written request to the CFO or designee, setting forth the necessity for the credit card. Credit cards issued in the name of the Archdiocese are a privilege which may be revoked at any time. Archdiocese-issued credit cards shall not be used for personal expenses. Employees with Archdiocese-issued credit cards shall use Archdiocese-issued credit cards for all business related costs. Business related costs shall not be charged on personal credit cards. The card holder is the only authorized employee to use the credit card under any circumstances. Sharing use of the credit card with another employee is not permitted.

Employees shall process credit card bills promptly and return them to the CFO or designee a minimum of ten (10) days prior to the payment due date so as to avoid late fees and interest charges. Employees will be responsible for any late fees and/or interest charges resulting from late submission of a credit card bill.





Policy Exceptions

Generally, any exception to this policy must have the prior written approval of the employee's supervisor and the CFO or designee. Requests for exception should document extenuating circumstances and/or proposed overall savings to the Archdiocese.

Some examples of non-reimbursable expenses that have been presented by employees in the past:

1. Don and Bill are driving to Adams County one morning to meet with a pastor about an accounting matter. The meeting lasts until noon. On the way back to Cincinnati Don and Bill stop at a Cracker Barrel restaurant for lunch. Don pays with the Archdiocese credit card and submits the receipt to his Department Director for approval. Since overnight travel was not involved, the expense is NOT reimbursable.
2. Don and Bill are working at the Chancery offices on a new investment management agreement for the pension plan. At noon Don and Bill go to Nicholson's restaurant for lunch. They continue discussing their project. Don submits the expense for reimbursement. The lunch is NOT reimbursable since overnight travel was not involved.
3. Terry has announced that she will be leaving the Archdiocese and has accepted a position with an insurance company. Terry worked at the Archdiocese for over 10 years. Though her fellow workers can certainly throw a going away party, the expenses are NOT reimbursable.
4. Don, an employee of the Pastoral Center, has been admitted to the hospital for foot surgery. His department sends an \$80 flower arrangement to the hospital in the name of the Archdiocese. Expenses for flowers for hospital stays or bereavement are NOT reimbursable. Of course, the Archbishop can authorize exceptions to this policy in advance.

