

**THE FLORIDA WILDFLOWER FOUNDATION, INC.  
TRAVEL POLICY**

**REIMBURSEMENT OF TRAVEL EXPENSES**

Reimbursement of expenses incurred for the purposes of the Florida Wildflower Foundation, Inc. (FWF) shall be reimbursed to the individual that incurred these expenses if no other reimbursement is received, provided that the following criteria are met:

1. The person submitting for expense reimbursement is a member of the FWF Board of Directors or has been approved by the Executive Committee to incur expenses on behalf of FWF.
2. Requests for reimbursable expenses shall be submitted within sixty (60) days from date incurred.
3. Reimbursement requests shall be submitted on the appropriate FWF Reimbursement Form, which is distributed by the Treasurer.
4. Receipts must be provided for all expenses except mileage.
5. The expenses can be directly applied to an approved budget line item, or the FWF Executive Committee approves additional funds to pay the expense prior to the expense being submitted to the Treasurer for reimbursement.

**Transportation Expense**

Transportation expenses will be reimbursed for efficient and economical means of travel with regard for the traveler's time and comfort and stewardship of Foundation resources. Travelers should make travel arrangements with ample time prior to the trip when possible to ensure that a reasonable rate is obtained. Carpooling is encouraged.

**Rental Cars**

Rental car expenses will be reimbursed when it is deemed that the rental rate is less than or equal to the use of a personal vehicle, or when personal vehicle is not available, and approved by FWF Executive Committee. Traveler shall seek competitive rates. A detailed receipt shall be submitted with any request for reimbursement. Justification must be provided when a car larger than a compact car is rented. This will be based on the number of people traveling in the vehicle and/or the volume of materials, equipment and luggage to be transported. Reasons must be business related, not for personal convenience. The following insurance items must also be followed:

1. Travelers will not be reimbursed for the purchase of additional insurance on a rental car such as liability and/or collision insurance which supplements the existing coverage automatically provided by the vendor.
2. Travelers will not be reimbursed for personal accident insurance (PAI).
3. Travelers will accept the collision damage waiver (CDW) when a rental car company is used.

## Privately Owned Vehicles

Travelers will be entitled to reimbursement for travel completed in their privately owned vehicles at the present IRS rate for volunteers or business (employees, contractors).

## Commercial Aircraft

Travel by commercial aircraft shall adhere to the following requirements:

1. The lowest airline class shall be reserved, which is usually coach.
2. Tickets will be purchased a minimum of 2 weeks prior to travel whenever possible to ensure that the best rate is received.
3. A maximum of \$300 shall be reimbursed for any airfare. Any amount exceeding \$300 will need authorization by the FWF Executive Committee.

## Incidental Expenses

Incidental expenses are miscellaneous costs incurred by a traveler as a direct result of traveling, such as communication costs itemized on a lodging receipt, taxi fares, parking fees, tolls, etc. and will be submitted for reimbursement with justification on the FWF Reimbursement Form.

## Meal Allowance

The FWF will not reimburse food expenses except when a meal is covered by a registration fee and provided as part of an event where individual represents FWF.

## Lodging Expenses

For travel that requires lodging, travelers should make the most economical lodging arrangements taking into consideration the traveler's time, security, comfort and costs for lodging and transportation. Lodging rates will be reimbursed per the following schedule:

1. The standard room rate for all reimbursed lodging shall not exceed the rate established by the FWF Executive Committee.
2. Lodging charges must be itemized per day on the receipt submitted as support for the reimbursement. The traveler will be responsible for all personal incidentals itemized for their stay.

## Office Expenses

Office expenses such as postage, printing, and telephone for FWF business will be reimbursed at cost, receipt of expenses are required.

**FLORIDA WILDFLOWER FOUNDATION, INC. REQUEST FOR  
REIMBURSEMENT OF EXPENSES - VOLUNTEER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Function: \_\_\_\_\_ Date: \_\_\_\_\_

Transportation:

Privately Owned Vehicle \_\_\_\_\_ miles x .14 per mile \_\_\_\_\_

Rental Car \_\_\_\_\_

Airfare \_\_\_\_\_

Incidental Expense \_\_\_\_\_

Meals:

\_\_\_\_\_

Lodging:

\_\_\_\_\_

Other:

\_\_\_\_\_

\_\_\_\_\_

**TOTAL REIMBURSEMENT** \_\_\_\_\_

Approved by: \_\_\_\_\_