

# Imagine!

## TRAVEL REIMBURSEMENT PROCEDURES

Imagine! shall reimburse authorized mileage, travel and meeting expenses incurred by employees while visiting clients, attending meetings, conferences, and conventions while on official Imagine! business.

Reimbursement will be subject to the following guidelines.

### Mileage

- In-state reimbursement shall be at the mileage reimbursement rate that is published by the Finance Office annually.
- Description of mileage reimbursement must include the starting destination, and ending location (if different), and a description of the purpose of the trip(s). Enter only one line per day.
- Do not include any mileage that is part of your daily commute. This is not reimbursable per IRS regulations. The following examples should be used as a reference when computing your mileage.
  - You stop at a client's on the way home. Total distance traveled from work to client was 15 miles. It was another 5 miles home from the client's house. Allowable mileage reimbursement would be the 15 miles from Imagine! to client.
  - You spend the day at a meeting in Boulder and travel a total distance of 15 miles from home to the meeting and back. Your normal commute to work is 10 miles each way or 20 miles round trip. No mileage reimbursement is allowed since the 15 miles is less than the 20 mile normal commute.
  - You attend a conference out of county and drive straight from home. Total distance traveled round trip was 60 miles. The total mileage reimbursement allowed would be 60 miles.
  - If your principal place of business is your home (meaning that you have no workspace in the office, and work principally at home), all of your mileage from home for work would be reimbursable.
  - If your principle place of business is not your home, but you occasionally work from home, your mileage reimbursement is the total mileage less the amount of your daily commute. As an example, if your daily commute to the Coal Creek office is 25 miles round trip, and your mileage during the day that you worked from home came to 40 miles, the amount of mileage reimbursement would be 15 miles (40 miles less 25). If your mileage was less than 25 miles, no mileage reimbursement is allowed since this is less than your daily commute.

### Other Travel

- Air travel shall be limited to the round trip "economy coach" fare between Denver and the destination city. Unless there are extenuating circumstances, the employee should take advantage of lower airfares by purchasing tickets more than fourteen days in advance of travel.
- Hotel/motel selection and advance reservations are to be done in such a manner as to assure moderate rates. Reimbursement shall be for the minimum number of nights required to conduct the assigned business.
- Exception: The structure of airline fares can result in circumstances where an early departure or extended stay can result in a combination of airfare, meal, and lodging expenses that are cheaper than travel, meals, and lodging for the specific length of official business. With prior approval from your supervisor, an employee may opt for the extended stay.
- If employee's spouse and/or children share the lodging, the reimbursement rate shall be limited to the single occupancy rate. Requests for reimbursement should note the differential on the receipt.
- Reimbursement for business meals must include a statement of business purpose and a list of attendees in order to meet IRS guidelines.

### Reporting and Receipt Requirements

- Mileage and travel expenses must be entered through the Wells Fargo Commercial Electronic Office Portal website on the Commercial Card Expense reporting Out of Pocket (OOP) tab. (<https://www.wellsfargo.com/com/>)
- Employees must approve their expense report by the 6<sup>th</sup> of the following month, and their manager must approve their employee's statement by the 11<sup>th</sup> day of the following month. When the 6<sup>th</sup> or the 11<sup>th</sup> fall on the weekend, these approvals are due the following Monday.
- All employees must submit original receipts attached to the expense report to the Business Office by the 11<sup>th</sup> day of each month. When the 11<sup>th</sup> falls on a weekend, they are due on the following Monday.
- All employee Approvers are listed on the Wells Fargo Commercial Card Reporting system. Requests to change the approver should be submitted to the CFO for approval.

John Nevins, CFO

Approved \_\_\_\_\_ Date

Revised Date: 8/10/12

3/5/18