



## **PARA TI GLOBAL**

### **GENERAL POLICY ORDERED BY BOARD OF DIRECTORS TRAVEL AND EXPENSE POLICY**

#### **Introduction and Purpose**

Para Ti Global recognizes the importance of travel in carrying out its mission, but also recognizes the need to control expenses and ensure that all funds are used in accordance with the organization's objectives. This policy outlines the rules and procedures for incurring, reporting, and reimbursing travel expenses.

#### **Scope**

This policy applies to all employees, volunteers, and contractors who incur travel expenses on behalf of Para Ti Global.

#### **Travel Authorization**

All travel must be authorized in advance by the relevant supervisor or department head. Authorization will be granted based on the necessity of the travel, the availability of funds, and compliance with this policy. Travelers must submit a Travel Authorization Request form at least two weeks prior to the travel start date, detailing the purpose of the trip, itinerary, estimated expenses, and any other relevant information. The form must be signed by the traveler and their supervisor or department head.

#### **Travel Booking**

Para Ti Global requires that all travel be booked through the organization's designated travel agency, unless the cost of the travel would be lower if booked independently. Travelers should provide their itinerary and budget to the travel agency, which will make all necessary arrangements. Travelers must obtain approval from their supervisor or department head before booking any independent travel. Para Ti Global will not reimburse travelers for any expenses incurred due to failure to obtain approval.



### **Transportation**

Travelers are expected to use the most cost-effective transportation option that meets the needs of the trip. Air travel should be booked in economy class, unless otherwise authorized by the relevant supervisor or department head. Rental cars should be booked in the most economical class that meets the needs of the trip. Travelers should use public transportation, such as buses or trains, whenever feasible. Personal vehicles may be used for travel, but mileage will be reimbursed at the current IRS-approved rate. Travelers must obtain authorization from their supervisor or department head before using a personal vehicle for travel.

### **Lodging**

Travelers should use the most cost-effective lodging option that meets the needs of the trip. Lodging should be booked at hotels that offer government or non-profit rates whenever possible. Para Ti Global will not reimburse travelers for any expenses incurred for upgraded accommodations, such as suites or executive floors. Travelers should share rooms whenever possible to reduce costs.

### **Meals**

Travelers will be reimbursed for actual and reasonable meal expenses incurred while on travel. Meals should be limited to necessary business meals with colleagues, partners, or clients. Alcohol expenses will not be reimbursed. Para Ti Global will not reimburse travelers for any expenses incurred for meals that are not related to business travel.

### **Other Expenses**

Para Ti Global will reimburse travelers for other expenses that are directly related to the travel, such as visa fees, baggage fees, and tips. Expenses for personal items or entertainment will not be reimbursed.

### **Expense Reporting and Reimbursement**

Travelers must submit an expense report within 30 days of the end of the trip. The expense report must include receipts for all expenses and a brief explanation of each expense. The report must be submitted to the traveler's supervisor or department head for review and approval. Para Ti Global will reimburse travelers for approved expenses within 14 business days of receipt of the expense report.



*Non-Compliance*

Failure to comply with this travel and expense policy may result in denial of reimbursement or disciplinary action, up to and including termination of employment.

This is a draft policy that can be customized based on the specific needs and budget of Para Ti Global. It should be reviewed and approved by the organization's legal counsel before implementation.

This policy was adopted by unanimous vote of the Para Ti Global board of directors.

Witness our corporate seal this 8th day of April, 2023.

