

Subject: Expense Reimbursement

- Travel
- Use of Personal Automobile
- Business Entertaining
- Meals

Reference: P-800.01

Reference: P-800.02

Reference: P-800.03

Reference: P-800.04

Suggested Questions:

What travel expenses will the Club reimburse? *Employees required to travel on business for the Club will be reimbursed for all reasonable and documented travel expenses including transportation, lodging, parking, meals, tolls, telephone, and business entertaining.*

Will the Club pay for personal consumption of alcoholic beverages? *No*

What form is used to record travel expenses for reimbursement? *Travel Expense Reimbursement, CRI Form 139*

A. Policy

1. It is the policy of the Club that employees required to travel on business for the Club will be reimbursed for all reasonable and documented travel expenses including transportation, lodging, parking, meals, tolls, telephone, and business entertaining.
2. Further, it is the policy of the Club that employees who use their own funds for legitimate Club business purposes will be reimbursed for such expenditures in a timely manner.

B. Discussion

1. To qualify for travel reimbursement, the employee must be traveling on approved Club business. Such travel is usually budgeted for and approved in advance by the General Manager.
2. Employees are expected to seek the most economical means of travel by making advance reservations for air travel. Lodging reservations should be made at a quality establishment. Luxury lodging establishments will be avoided.
3. The Club will not reimburse expenses for consumption of alcoholic beverages or pay-per-view movies. Employees seeking reimbursement should separate such expenses from reimbursable expenses.

C. Procedures

1. Employees seeking travel reimbursement must collect receipts for all their expenses and complete a Travel Expense Reimbursement, CRI Form 139, noting the dates and reason for travel in the "Travel Detail" section of the form.
2. The approved reimbursement form will be submitted to Accounting for the preparation of a check.

Suggested Questions:

What is the prevailing rate of mileage reimbursement? *It is the amount established by the IRS as allowable per mile expenses for personal vehicle travel.*

What form is used for mileage reimbursement? *Mileage and Expense Reimbursement, CRI Form 102.*

A. Policy. It is the policy of the Club that employees who are required to use their personal automobiles to travel on business for the Club will be reimbursed on a per mile basis.

B. Discussion

1. When use of an employee's automobile is authorized by a supervisor, the employee will receive reimbursement for mileage at the prevailing rate. This reimbursement is intended to cover all of the costs associated with using your car, including, fuel, upkeep, and insurance.
2. The current rate for reimbursement of travel in an employee's personal vehicle is the Standard Mileage Rate as prescribed by the IRS.
3. To qualify for mileage reimbursement, the employee must travel off the premises of the Club. Travel between various buildings or areas of a managed facility do not qualify for reimbursement.
4. Employees will not be reimbursed for normal commuting from home to work. In the case, where it makes sense for the employee to leave directly from home to travel on Club business, or to run errands on Club business on the way to work, reimbursement will be authorized.

C. Procedures

1. Employees seeking local mileage reimbursement must keep track of their mileage and complete a Mileage and Expense Reimbursement, CRI Form 102, noting their mileage, the date, and reason for travel in the appropriate section of the form.
2. After completing the form, the employee must have their Department Head approve the reimbursement by signing the form at the bottom.
3. The approved reimbursement form will be submitted to Accounting for the preparation of a check. Employees seeking reimbursement should find out from the Accounting Office when checks are normally prepared and when the cut-off for submission of the Mileage and Expense Reimbursement, so that it may be processed in the normal course of business.

Suggested Questions:

What is the purpose of entertaining expenses? To allow reimbursement for employee purchases of meals provided in the furtherance of Club business to associates, vendors, contractors, etc.

Who is authorized to use the Travel and Entertainment account? Department Heads

Explain the exclusions from this policy. See paragraph B.4 below.

- A. Policy. It is the policy of the Club that Department Heads are authorized to charge certain well-defined entertaining expenses to Club Entertainment accounts.
- B. Discussion
 1. Department Heads are defined in [Personnel Policies].
 2. Department Heads may use a Travel and Entertainment Account to charge food and non-alcoholic beverages when entertaining business associates, vendors, contractors, and other individuals for the purposes of furthering the Club's business.
 3. Department Heads will notify servers that the charges will be applied to the Travel and Entertainment Account. When signing the charge ticket, the Department Head will note the names of entertained individuals and the purpose of the charge, e.g., "lunch with Oak Tree Country Club Membership Director."
 4. Exclusions. The Travel and Entertainment Account will not be used for the following:
 - a. To entertain family, friends, and others for non-business purposes.
 - b. To adjust members' accounts for poor quality food and/or service.
 - c. To sample the Club's food service for quality assurance purposes.
 - d. To buy meals or beverages for members.

Suggested Questions:

What must an employee do to qualify for meal reimbursement? See paragraph B.1 below.

What form is used for meal reimbursement? Travel Expense Reimbursement, CRI Form 139.

- A. Policy. It is the policy of the Club that employees required to leave their work premises on business for the Club and who will be required to eat meals away from home or the workplace will be reimbursed for all reasonable and documented meal expenses including any tips.
- B. Discussion
1. To qualify for meal reimbursement, the employee
 - a. must be engaged in Club business away from their workplace,
 - b. outside the local area (usually defined as 50 miles) and
 - c. reimbursement for meals must be authorized in advance by their supervisor.
 2. Employees are expected to seek reasonably priced restaurants in which to eat. Fine dining establishments will be avoided unless specifically authorized by their supervisor.
 3. The Club will not reimburse expenses for consumption of alcoholic beverages. Employees seeking meal reimbursement should separate such expenses from reimbursable expenses.
- C. Procedures
1. Employees seeking meal expenses reimbursement must collect receipts for all their meals and complete a Travel Expense Reimbursement, CRI Form 139, noting the dates and reason for travel in the "Travel Detail" section of the form. Then they must submit it to their Department Head for approval.
 2. The approved reimbursement form will be submitted to Accounting for the preparation of a check.