



## BTU Expense Reimbursement Policy/Guidelines

1. **Expenses must be submitted within 60 days.**
2. **All** expenses must be accompanied by **original receipts**. Always indicate the name, project or budget line associated with your expenses. If these requirements are met, BTU will be able to process your expenses in a timely manner.
3. **OUT OF TOWN TRAVEL:** All out of town travel must be approved in advance by the BTU President or Financial Manager. A copy of the meeting/conference/convention agenda must be attached to your expenses.
4. **MEAL EXPENSES:** Meal expenses must be accompanied by an itemized receipt. When on pre-approved travel for BTU, the actual cost of meals plus tips for porter and maid will be reimbursed up to \$50 per day. You must submit a register/computer receipt that has the restaurant name and date imprinted on it with an itemized food/beverage list. Beer/wine or alcohol expenses will not be reimbursed. No other types of receipts will be accepted. If a meal is provided at the meeting or conference, a receipt for that meal will not be reimbursed and meal expenses will be broken down into the following amounts: Breakfast \$10, Lunch \$15 and Dinner \$25 including tax and service tips.
5. **HOSPITALITY:** Must be approved in advance by the BTU Financial Manager or President. You must submit a register/computer receipt that has the restaurant name and date imprinted on it with an itemized food/beverage list. Meal costs will only be reimbursed up to the rates of: Breakfast \$10, Lunch \$15 and Dinner \$25 including tax and service tips per person (no alcohol expense will be reimbursed).
6. **TRANSPORTATION:** Taxi fares to and from the airport and/or automobile mileage at the rate of .565 cents per mile (usually transportation to and from the airport), parking and road tolls will be reimbursed with proper documentation. Receipts must be provided for all taxis, parking and road tolls. If long auto trips are made, reimbursement for mileage and tolls will be made up to the lowest discounted airfare. When calculating mileage, you must include the number of miles. Please note that taxi fares incurred during the course of the conference, i.e. to/from restaurants, are not covered.
7. **AIRFARE & TRAIN TRAVEL:** Reservations should be made with as much advance notice as possible. The BTU's policy is to purchase the least expensive ticket available for your trip. You must call BTU for authorization to change or cancel an existing airline ticket as soon as you know of the change, but no later than the departure of the first flight on the ticket so that BTU will not lose the entire value of the ticket. Please be aware that the frequent flyer service charge for the accrual of your personal frequent flyer miles is not reimbursable.
8. **HOTEL:** If you are on a master account (AFT/FEA/NEA) the hotel will only cover your room and room tax charges. You are responsible for paying all other incidental charges to your hotel room (phone calls, internet, movies, etc.) upon check-out. You must submit a copy or your zero balance folio (hotel bill) with your expenses. If you fail to notify BTU or the hotel directly, if at the last minute or outside regular business hours of a change in your travel plans, you are responsible for paying the resulting "no-show" penalty charge from the hotel, usually one night's room and tax.
9. **CAR RENTAL:** As a rule, car rentals are not covered. There are times when special circumstances make them necessary. However, the need for a rental car must be discussed and approved in advance by the BTU Financial Manager or President. The car must be re-fueled before returning to the rental company. Fuel service charges by the rental car company are not reimbursable.
10. **MISCELLANEOUS:** No expenses of a personal nature (e.g., health club, movies, laundry, newspapers, etc.) will be reimbursed. Internet, for either business or personal use will not be reimbursed. Hotel tips will be reimbursed as follows: Maid- maximum of \$2.00 per day, Bellhop- maximum of \$2.00 on arrival day and \$2.00 on day of departure.