



# Lawyers Alert

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## TRAVEL AND SUBSISTENCE POLICY

Lawyers Alert in the course of its core activities may require staff to travel on official business, and will reimburse claimants for the costs of travelling. Travel and subsistence claims are expected to be in full compliance with this policy and that claims are processed in a consistent and effective manner. All Staff travelling and making claims under this policy are expected to recognize their obligations to consider whether the trip is necessary, to consider alternative, cheaper options, and to make claims only in respect of costs properly incurred.

This document incorporates the policy for travel on Lawyers Alert activities and projects, including related aspects such as overnight accommodation. The purpose is to achieve travelers' service requirements in the most convenient and cost-effective manner. Lawyers Alert will reimburse the actual additional costs necessarily incurred by claimants when they are away from home or their normal place of work.

This policy applies to all Lawyers Alert employees of a permanent and temporary nature. It may also apply to Non Lawyers Alert' employees who are working on contractual basis

*The objectives of the Lawyers Alert' Travel, Subsistence, and Expenses policy are:*

- To reimburse claimants promptly (Within 72 hours upon Request) for expenses properly incurred on official work
- To obtain maximum value for money from the Lawyers Alert's expenditure on travel and subsistence.
- To ensure that the Lawyers Alert's expenditure on travel and subsistence represents only the necessary and reasonable costs incurred by or on behalf of those who are properly engaged on official work;
- To minimize the cost of administering this expenditure, especially indirect costs represented by the time spent by claimants on making travel arrangements and submitting claims for reimbursement of expenses.

### ***Reimbursable Travel Expenses***

#### **1. Travel in Excess of 24 Hours or When Lodging is Incurred**

During overnight authorized travel, reimbursement will be made for actual subsistence expenses. Expenses of subsistence include all reasonable charges for meals (maximum three per day); lodging; registration fees; and transportation between places of lodging and conference business (specifically excluded are alcoholic beverages and entertainment expenses such as in-room movies, and any expenses incurred for other persons).

#### **2. Travel of 24 Hours or Less and No Lodging Incurred**

When the travel period is 24 hours or less and no lodging is incurred, the actual cost of meals taken incident to such conference will be reimbursed, if attendance of the Staff at the meal is necessary to full participation in the business of the conference. Only those travel expenses related to the conference will be reimbursed such as registration fees, mileage, parking, tolls, etc.

### **3. Receipts**

With the exception of mileage calculations, receipts must be submitted for all travel and subsistence expenses regardless of the amount incurred. Credit card receipts and billings are not acceptable.

### **4. Standard to Recover Travel Expenses**

Lawyers Alert will reimburse covered travel expenses to the extent they are reasonable, necessary, and otherwise not recoverable as set forth herein. In determining the reasonableness of travel costs, Lawyers Alert will be guided by best international practices such as the ones adopted by the United Nations Systems or recommended by the Federal Government.

A. Lawyers Alert will only reimburse for pre-approved travel related expenses when the employee provides documentation of the expense with receipts from purchases or other verifiable documentation.

B. Employees seeking reimbursement must complete the Travel Reimbursement Request form. The form must be fully and accurately completed, and submitted to the President. All receipts should be scanned/attached and submitted with the form.

- Local travel will be reimbursed through petty cash in accordance with applicable petty cash policies and procedures. This includes reimbursement for transportation by taxi and/or public transportation, and, when pre-approved, use of an employee's personal automobile. Lawyers Alert will reimburse employees for the use of their personal automobile in accordance with the federally approved mileage rate for business use of personal vehicles.
- Reimbursement of meals when there is no overnight travel should be paid by the organization only when the meal has a defined business purpose.
- For out-of-area travel, Lawyers Alert will reimburse all pre-approved travel related actual costs, such as hotel accommodations, transportation to and from the destination, including airline, train or bus tickets, taxicab fares, meals and gratuities etc.
- optional: A per diem amount limited to the federally approved per diem limits will be provided to employees for any overnight travel. Employees and volunteers should travel at the lowest available airfare to accommodate the purpose of the trip.

### **Non-Reimbursable Expenses**

The cost of travel for spouses, other family members, and friends is not allowable. In addition, the following items are not reimbursable as a separate itemized expense:

- Snacks and alcoholic beverages
- Entertainment (e.g., movies)
- Travel insurance taken while traveling
- Parking fines or fees for traffic violations
- Automobile rentals
- Personal automobile expenses
- Expenses incurred in traveling by indirect routes for personal reasons
- Use of taxis to obtain meals

- Expenses submitted without receipts.
- If a traveler lengthens a trip or incurs any cost for personal reasons, the increased cost caused by such action is not allowable.

### **Specific provisions for overseas travel**

#### **Visa fees for overseas travel**

Claimants required to travel overseas on Lawyers Alert Activity (ies) will be reimbursed the cost of visa fees when necessary for the travel on production of a receipt.

#### **Exchange rates**

- Where expenditure has been incurred in a foreign currency the claimant should use the exchange rate prevailing at the time that they purchased the currency. This calculation must be accompanied by supporting paperwork e.g. a receipt for changing currency, credit card statement.
- Where there is no evidence of the specific exchange rate then the expense claim should be made in the currency of the receipt.

#### **Immunization and inoculations for overseas travel**

- Claimants required to travel overseas on Lawyers Alert' project or activity will be reimbursed the cost of any immunization treatments required for the travel on production of receipts provided that the travel has been approved.

#### **Support from other bodies**

- An employee may, subject to the approval of his/her Head of Department, apply to another body for expenses for attendance at overseas conferences.
- Where such approval has been obtained, this may be stated in the application to the other body.
- Claimants may not claim the same expenses from Lawyers Alert and another body.

The above outlines the travel and subsistence policy of Lawyers Alert as an institution. This policy is expected to be followed in all travel and out of pocket expenses incurred by Lawyers Alert' staff and Associates in all situations.

*Dated this 6<sup>th</sup> day of July, 2016.*

*Signed*

*President,  
Lawyers Alert.*