

## **Appendix H. Tibetan Association of Northern California Travel and Per Diem Policy**

All TANC board members, employees, committee members, interns, consultants, and other persons authorized by TANC board can seek reimbursement for travels undertaken for the purposes of achieving TANC's mission and objectives. Following rules apply for the reimbursement:

1. Travel reimbursement includes:
  - 1.1 Local transportation
  - 1.2 Lodging
  - 1.3 Travel and Daily Allowance for travels outside of the Northern California
2. All travel reimbursements must be pre-approved in writing by TANC Executive Committee
3. Travels must be necessary to achieving TANC's mission and objectives. TANC Executive Committee will determine if the travel is necessary or not.
4. No reimbursements for local travels will be made. For the purposes of TANC's travel and per diem policy, local travel includes travels within the jurisdiction of TANC (Northern California). A few exceptions may apply (please see below).
5. TANC travel reimbursement form must be accurately completed and signed, and submitted to TANC treasurer/accountant for TANC board approval along with the receipts within two months of the completion of the travel.
6. TANC board and the respective traveler will plan in advance to identify if the traveler can be hosted by someone (e.g. friends or relatives) or by the host organization.
7. The traveler can decline at will to seek the travel reimbursement. The declination must be communicated to TANC board in writing either prior to the travel or within 2 months of the completion of the travel.

**Local Transportation:** Following rules shall apply for the reimbursement of local transportation costs.

1. TANC board and the traveler will make every effort to make arrangements for carpooling keeping into consideration cost savings and environment.
2. No reimbursements for local transportation will be made. For the purposes of TANC's travel and per diem policy, local transportation includes travels within the jurisdiction of TANC (Northern California). However, following exceptions may apply:
  - 2.1 If frequent local travel is necessary, TANC board will authorize reimbursement for gas usage for the use of personal vehicle at the rate of \$0.50 per mile.
  - 2.2 If the local travel is included in the program budget, traveler may be reimbursed for the transportation with prior approval from TANC board at the rate of \$0.50 per mile.
3. For group travels for participation in events, meetings, etc., TANC will make necessary travel arrangements. No reimbursements will be made to individuals traveling at their own convenience unless the reimbursement is pre-approved by TANC Executive Committee.

**Lodging:** All efforts will be made by TANC and the traveler to arrange a local host. However, in the event no such host can be arranged, TANC will book the hotel in advance (not exceeding \$100/night/person).

**Travel and Daily Allowance:**

1. All business travels outside of the Northern California must be pre-approved by TANC board.

2. Air travels: Air travel paid for by TANC shall always be at the lowest available economy class fare. Every effort must be made to book the flights in advance to ensure cost savings.
3. The traveler will be reimbursed \$50 per day as travel and daily allowance, which includes ground transportation and meals.