

NEBRASKA CREDIT UNION LEAGUE & AFFILIATES

Travel, Entertainment and Meeting Expense Guidelines

For Committee/Subcommittee/Task Force Members

Guidelines:

Guidelines for travel and expense reimbursement exist in most organizations, so they comply with Internal Revenue Service (IRS) regulations, in addition to meeting the organizations' specific objectives. The Nebraska Credit Union League & Affiliates has developed these guidelines to aid committee/task force members in understanding the limitations and regulations prescribed by the IRS on the reimbursement and taxability of travel and entertainment expenses. The IRS reviews these specific expenses carefully on individual and organizational levels, which often requires what may seem as very cumbersome documentation. Please understand that League employees are directed to return incomplete or undocumented expense reports to the committee/task force members, so corrections can be made prior to reimbursement avoiding any potential questions for the League or committee members/task force from the IRS at a later date.

General Policy:

- ◆ It is the policy of the League to reimburse committee/subcommittee/task force members for reasonable and necessary travel, entertainment, and meeting expenses incurred in the conduct of League business.
 - Members are encouraged to plan airfare travel in advance to take advantage of reduced airfares or savings for an additional overnight stay. Reimbursement requests may be submitted upon receipt of the ticket, rather than including the airfare on the expense report for the actual trip/event
 - Members should exercise good judgment on all expenses
- ◆ Reimbursement of any expenses (including transportation, lodging and other travel) will be made directly to the committee/subcommittee/task force member, not any other designee, upon submission of an accurately completed expense report. The League does not provide direct billing of lodging or any other expenses to a master account, however, we are able to guarantee hotel rooms on a master rooming list, to guarantee negotiated rates. The Treasurer must approve any deviations from this standard.
- ◆ Make every effort to submit completed expense reports within ten (10) working days after the expense is incurred but in no event will the League reimburse committee/subcommittee/task force

members for expenses submitted for reimbursement later than January 15th following the year in which such expense occurred. All expenses of \$25 or more must have original receipts (not photocopies) and appropriate documentation attached.

Internal Revenue Service Requirements:

- ◆ It is the policy of the League to adhere to the rules and regulations of the Internal Revenue Service regarding travel and entertainment expenses.
 - Expenses must be ordinary and necessary business expenses.
 - Travel expenses of a personal nature which are reimbursed (hotel movies, etc), will be considered taxable and a 1099 will be generated at year end.
 - Expense substantiation for any costs incurred for others must include:
 - ✓ Amount
 - ✓ Time and place
 - ✓ Persons in attendance
 - ✓ Bona fide business purpose directly associated with League business
 - ◆ In certain instances, the League may require substantiation of expenses beyond those required by the IRS.
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Travel Authorization:

If a committee/subcommittee/task force member must travel at League expense to any functions other than planned committee/subcommittee/task force meetings, reimbursement of expenses will only be made with the proper authorization as identified below:

- ◆ Prior to the function, the committee/subcommittee/task force member must submit a written request to the Chairman, through the President/CEO's office.
 - ◆ The Chairman, through the President/CEO's office, will provide a written response, which will be forwarded to the committee/subcommittee/task force member.
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Spousal Travel:

As a general practice, the League does not provide spousal travel to committee/subcommittee/task force members.

Expense Examples:

Allowable Expenses

- Mileage on a personal vehicle at the IRS rate (currently 50 cents per mile)
- Rental vehicle costs if commercial transportation is unavailable or more costly
- Single room rates for lodging accommodations up to night before and night after each meeting
- Transportation to and from the airport
- Reasonable telephone calls home while traveling on League business
- Reasonable tips and valet charges
- Reasonable exercise facility charges (taxable)
- Hotel room movies (taxable)

Disallowed Expense

- Airline club membership fees
- Undocumented expenses of \$25 or more
- Incomplete documentation on entertainment expenses
- Travel Accident Insurance as the League provides this coverage through a corporate plan
- Luxury or premium automobile rentals
- Damage or loss to a personal vehicle, including accidents, theft or vandalism
- Maintenance on personal vehicles
- Rental car collision insurance as the League provides this coverage through a corporate plan
- Sporting events, amusements, or other personal entertainment
- Excess baggage charges for personal baggage
- Personal expenses, i.e. barber fees

Any questions on these guidelines should be directed to the President/CEO at 800/950-4455, Ext. 203.