

TRAVEL-EXPENSE POLICY

POLICY STATEMENT

It is NATCCO MBAI policy to reimburse employees for expenses incurred while traveling on official business. Such reimbursement is subject to all applicable policies, procedures, and budget availability.

POLICY RATIONALE

NATCCO MBAI seeks to ensure that the policies and procedures related to administration of travel and transportation are documented, communicated, clearly understood, and consistently applied.

RESPONSIBILITIES

Manager

The NATCCO MBAI Manager has authority over the company's travel and transportation policy including the establishment of travel reimbursement rates.

The NATCCO MBAI Manager determines official travel-/transportation-related activities.

Board of Trustees

The Board Trustees are responsible for ensuring that travel and transportation expenditures comply with NATCCO MBAI policy. The BOT, from time to time may review, revise, and refine the policy as may be proposed by management.

APPROVAL

1. Travel expenses will be reimbursed provided the trip is approved in advance by the Manager.
2. Travel requires a written request subject to NATCCO MBAI policy.
3. Employees whose duties require frequent or continuous travel are considered to have advance approval when travel is within the usual limits of their duties.
4. When several employees travel together with the same itinerary and similar expenses, one request for travel authorization may be submitted for the group.

PERSONS ELIGIBLE FOR TRAVEL-EXPENSE REIMBURSEMENT

Employees

The Manager and staffs may reimburse expenses incurred in connection with official travel.

Board of Trustees and Officers

The Board of Trustees and Officers may reimburse actual and reasonable expenses, including transportation and meals.

TRAVEL-EXPENSE REIMBURSEMENT REQUEST

1. Travel expenses may be reimbursed by paying either the employee or the vendor.
2. When employees travel together, it may be expedient for one employee to pay and claim reimbursement for certain expenses of other employees.
3. Reimbursement for multiple employees is only allowed when actual expenses are being reimbursed and are supported by receipts. Deductions are made from the per diem amounts for employees involved.
4. Requests to reimburse travel expenses must be made on NATCCO MBAI travel reimbursement request form.
5. Requests for reimbursement must be accompanied by receipts, if required.

INDIVIDUAL/ GROUP TRAVEL

When an employee pays for the travel expenses, he/she should do the following when preparing the travel reimbursement request.

- Keep non-employee travel expenses separate from those of employees.
- Include an attachment that provides a detailed itemization of each employee's expenses.
- Include a vendor receipt for meals provided to group members. If no receipt is available, such as when individuals are provided cash to buy their own meals, a list of the individuals' names, their signatures, and the amounts disbursed is required.

One-Day Trip

1. Meal expenses for group on a one-day trip may be reimbursed at actual cost. A receipt is required.
2. The Manager is responsible for the care, custody or control of the group travel.
3. The request for reimbursement must state that the expenses resulted from a trip.

MEAL AND INCIDENTAL EXPENSES

Generally, meal and incidental expenses are reimbursed. Applicable meal and incidental expense may not be claimed if a meal is provided at a hosted function (e.g., a conference registration fee includes a meal). Meal rates will be as follows:

LOCAL TRAVELS

BOT/OFFICERS, MANAGEMENT and STAFFS =

Maximum of **PHP750.00 per day** (strictly **with Official Receipts**)

OR

PHP600.00 per day without Official Receipts

INTERNATIONAL TRAVELS

ASIA and OUTSIDE ASIA = \$100 per day up to 5 days (**subject for liquidation**) plus incidental expenses, lodging and transportation

1. Reimbursement for meals at actual expense is only allowed when meeting with prospective clients and transacting to other public/private offices as required.
2. When actual meal expenses are reimbursed, an itemized receipt is required.
3. When a single reimbursement is requested for multiple employees, all employee's names should be identified on the receipt.
4. Group meal expenses exceeding the NATCCO MBAI per-diem rate require documentation as to the reason for the excess and documented approval of the Manager.
5. When an employee departs and returns the same day, meal expenses are reimbursed only in the following cases:
 - a) When the travel is for meeting or conference.
 - b) When a meal at a convention, conference or meeting is part of the agenda and the cost of the meal has not previously been paid with the registration fee.
 - c) When directed or required to attend mealtime business meetings.
 - d) Official trips by an individual or group of employees.

Lunch on one-day trip will not be reimbursed except in circumstances [a] - [d] listed above.

- e) When an employee leaves his workplace for two or more hours before regular working hours, he will receive the breakfast allowance.
- f) When an employee returns to his workplace two or more hours after his/her regular working hours, he will receive the dinner allowance.

Incidental Expenses are not combined with meals into a single rate. Incidental expenses include:

- Fees and tips
- Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site, and
- Mailing costs associated with filing travel vouchers and payment of employer-sponsored charge card billings.

Incidental expenses do not include expenses for laundry, cleaning and pressing of clothing, or the costs of personal telephone calls.

LODGING

Lodging expenses are normally reimbursed when an employee would not reasonably be expected to return to his residence between work shifts. Generally, lodging is reimbursed at per diem rates, although NATCCO MBAI policy may require receipts for lodging which should not exceed One thousand Eight hundred pesos (PhP1,500.00) per day.

Exceptions (e.g. conferences) may be reimbursed at actual and reasonable cost with appropriate documentation. Exceptions other than conferences should be rare. NATCCO MBAI policy applies regarding pre-approvals.

Any deviation from actual schedule of activity or rebooking due to personal reasons shall be to the account of the officer or staff.

Lodging Receipts Requirements

When an exception is approved for reimbursement of actual lodging expenses, receipts are required and must show the following:

- Employee's name (or names)
- Date(s) occupied
- Room number
- Number of persons occupying the room
- Single room rate
- Actual amount paid

MISCELLANEOUS EXPENSES

Necessary other business-related travel expenses are normally reimbursed. Personal expenses are not reimbursed. All miscellaneous expenses must be itemized.

Necessary miscellaneous business-related expenses are not reimbursed using a per diem; rather, if an employee has incurred a miscellaneous business expense, that expense is reimbursable at the actual cost.

NATCCO MBAI travel meals and incidental expenses will be reimbursed at the rates and under the terms stipulated.