

The League of Education Voters is the fiscal agent for the Excellent Schools Now Coalition. ESN has therefore adopted LEV's travel expense reimbursement policy. Travel for ESN meetings and events will be done according to this policy:

Travel Expense Reimbursement Policy

The purpose of the LEV's policy is to reimburse employees for necessary and reasonable local and overnight travel expenses incurred on behalf of LEV in the performance of job responsibilities. This policy intends for reimbursement to be fair and equitable to both the traveler and LEV. **Employee should work with Administrative staff to plan and book overnight travel so that LEV resources can be utilized. If employee incurs costs directly, employee should strive to obtain the best rates possible.**

Any expenses outside of these guidelines should be pre-approved by your Supervisor.

Expense reports should be submitted in a timely manner. Reimbursement requests for expenses over 2 months old will not be accepted.

Evidence of payment in the form of dated original itemized receipts is necessary for most types of travel reimbursements. Credit card slips, credit card statements or transaction printouts, cash receipts and internet receipts are acceptable evidence of payment.

1. Air Travel

LEV will reimburse airfares up to coach class for domestic flights. Submit an air travel itinerary along with evidence of payment for reimbursement.

2. Car Rental

LEV will reimburse car rental costs. The car rental contract itemizing all charges should be submitted along with evidence of payment for reimbursement.

3. Lodging

Lodging will be reimbursed at the rate of up to \$100 per night for each night per trip. Additional nights will be paid to include one Saturday night if the Saturday night stay would result in a significant reduction in air travel costs in excess of the lodging per diem.. The hotel receipt should be submitted along with your evidence of payment for reimbursement.

4. Meals and Incidentals (parking, taxi etc) for Overnight Trips

Meals will be reimbursed at the rate of up to \$50 for each travel day. Evidence of payment is required for reimbursement of meals and any other incidental expense.

5. Mileage

Mileage beyond a 10 mile radius (20 miles round trip) from your home/office will be reimbursed at the LEV rate of 56.5 Cents per mile (or the prevailing IRS standard rate).