

1400. TRAVEL POLICY

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General Policy

Purpose: The purpose of this policy is to provide guidelines to management for monitoring, paying and controlling travel related expenditures.

Reimbursement of Travel Related Expenses

Travel policies will provide for timely reimbursement of travel expenses with records that are clear and auditable and will require that:

- All reimbursement requests must be submitted in writing on the Expense Reimbursement Request Form (See Travel Policies, Exhibit A, Expense Report).
- Original invoices/receipts or other acceptable documentation must be attached to the Expense Reimbursement Request Form. Each Expense Reimbursement Request Form must be reviewed and initialed by the employee's immediate Supervisor prior to submitting the Reimbursement Request Form for final approval.
- Reasonableness, as well as accuracy and documentation, be objectively reviewed before disbursement.

Travel expenses are to be submitted on an Expense Reimbursement Request Form to the Senior Vice President/Chief Financial Officer or President/Chief Executive Officer for final approval. The President shall submit his/her Expense Reimbursement Request Form to the Executive Committee for approval.

Local Travel

Reimbursement allowances for mileage will be for the amount coinciding with current IRS guidelines. Expenditures for warranted tolls and parking fees are eligible for reimbursement. Mileage on credit union owned vehicles or mileage on personal vehicles owned by employees receiving mileage allowances is not considered a reimbursable expense under this policy (see Travel Policies, Exhibit A).

Non-local Travel

1. Reimbursement for travel related meals expenses for reasonable dining with receipt:
 - a. Non-local travel meals for an individual should be reported as meal expense under the Travel & Conference section of the Expense Reimbursement Request Report.
 - b. Meals purchased for two or more parties, when one or more party is a non-employee, should be reported as an entertainment expense with detail of the business purpose stated on the receipt on the Expense Reimbursement Request Report.
2. Reimbursement for room expenses for reasonable accommodations with receipt.
3. Reimbursement for rental car expenses for reasonable accommodations or expenses for taxi/shuttle bus service with receipt.
4. Reimbursement for airfare expenses for Coach Class with receipt.
5. Reimbursement for reasonable checked baggage fees for approved airfare travel with receipt. Excessive baggage weight for personal items will not be reimbursed unless approved by Senior Vice President/Chief Financial Officer or President/Chief Executive Officer.
6. Reimbursement for additional reasonable lodging expenses incurred due to flight cancellation, when not provided by airline.

Business Entertainment

1. In recognition of the external activities that may be desirable and required to carry out the credit union's objectives.
2. The Senior Officer in attendance at a warranted entertainment function will be required to pay the expenses and report the expense on their Expense Reimbursement Report. In a situation where parties are of equal stature, the party initiating the function will be responsible for paying the expense and reporting the expense on their expense report.

3. The attendees and detail of the business purpose is to be stated on the receipt on the expense report.

Corporate Debit Card

1. The Credit Union authorizes certain management team members and staff employees the use of a Corporate Debit Card.
2. The selection of authorized Corporate Debit Card carriers and related spending limits will be determined at the discretion of the President or Chief Financial Officer.
3. Each authorized Corporate Debit Card carrier will be assigned a specific pre-funded Resource One deposit account used to fund the cardholder's purchases. It is the sole responsibility of the cardholder to manage and control his/her assigned deposit account. The cardholder must maintain proper supporting documentation for every Corporate Debit Card purchase.
4. Expense Reimbursements Requests will be approved by a Chief Officer or Department Director. The President shall submit his/her Expense Reimbursement Requests to the Secretary or Chairman of the Board for approval.
5. The Accounting Manager is responsible for the maintenance, accounting and monitoring of this Corporate Debit Card program.
6. Each designated cardholder has been granted the authority to make purchases using their Corporate VISA Debit Card. All Corporate Debit Card purchases shall be made on behalf of the Credit Union. Transactions that are personal in nature are prohibited.
7. Corporate cardholders are personally liable for any account fees due to cardholder neglect or non-adherence to this policy.
8. The Corporate Debit Card and its related deposit account are the sole property of Resource One Credit Union. When the cardholder's employment at the credit union ceases, the cardholder will be held personally responsible for any undocumented purchases on their Corporate Debit Card.

Cellular Telephone Charges

1. Recognition of the external activities that may be desirable and required to carry out our mission, the Credit Union authorizes the usage of cellar telephones.
 - a. Administrative use: The Credit Union may authorize certain employees the use of a cellular telephone provided by the Credit Union. The President and Chief Financial Officer will review and determine plan usage on an annual basis.
 - b. Other use: The Credit Union authorizes the reimbursement for personal cellular telephone charges incurred for credit union business. Reimbursement is authorized only for specific credit union related telephone call usage and not for any plan charges. The amount on reimbursement will be for no more then the amount detailed of the employee's personal cellular phone statement. Such charge(s) should be listed under the Miscellaneous Reimbursement section of the Expense Reimbursement Report (see Travel Policies, Exhibit A, Expense Reimbursement Report) and be accompanied with a copy of the cellular phone statement stating the charges.

Miscellaneous

The Credit Union authorizes certain directors, management team members and staff employees the ability to purchase miscellaneous items such as office or facility supplies. Such charge(s) should be listed on the Expense Reimbursement Request Form (see Travel Policies, Exhibit A, Expense Reimbursement Request Form) and be accompanied with the original receipt and copy of the account statement.

EXHIBIT A



EXPENSE REPORT	
Statement Date:	March-16
Employee:	Tom Brady
Department:	Administration
Corporate Account:	123456
Corporate Limit:	\$10,000
Reimbursement Account:	1131020-02

CORPORATE ACCOUNT EXPENSES

CORPORATE ACCOUNT: 123456

DATE	MERCHANT	BUSINESS PURPOSE	TOTAL
TOTAL - CORP EXPENSES			\$ -

Statement Ending Balance
Difference \$ 10,000.00
Corporate Balance \$ 10,000.00

REIMBURSEMENTS

ACCOUNT TO CREDIT: 1131020-02

MILEAGE REIMBURSEMENT			MILEAGE RATE	\$0.54
DATE	DESCRIPTION	BUSINESS PURPOSE	MILES	TOTAL
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
SUBTOTAL - MILEAGE			0	\$ -

MISC REIMBURSEMENTS

DATE	DESCRIPTION	BUSINESS PURPOSE	TOTAL
SUBTOTAL - MISC			\$ -

TOTAL DUE TO EMPLOYEE \$ -

APPROVED BY _____ DATE _____

EMPLOYEE _____ DATE _____

Revised: April 2016
Ratified: April 2019

Historical Record of Policy Changes

Date Revised: January 9, 2006

Date Ratified: January 9, 2006

Section of Policy Change:

Corporate Credit Debit Cards

1. The Credit Union authorizes certain ~~directors~~, management team members and staff employees the use of a ~~credit union credit card~~ Corporate Debit Card, as ~~preferred to filing for reimbursement~~.
2. The selection of authorized ~~card~~ Corporate Debit Card carriers users and related spending limits will be determined at the discretion of the ~~Executive Committee and the~~ President or Chief Financial Officer.
3. Each authorized Corporate Debit Card carrier will be assigned a specific pre-funded ~~credit union~~ Resource One deposit account used to fund the cardholder's purchases. It is the sole responsibility of the cardholder to manage and control his/her assigned deposit account. The cardholder must maintain proper supporting documentation for every Corporate Debit Card purchase.
4. Expense Reimbursements Requests ~~Monthly reconcilements of each corporate credit card~~ will be reviewed approved by the President or Senior Vice President/CFO. The President shall submit his/her monthly reconciliation Expense Reimbursement Requests to the Secretary or Chairman of the Board for review approval. The purpose of the monthly reconciliation is for prevention of fraudulent charges. Reconcilements should be submitted on the Credit Card Expense Report form (see Travel Policies, Exhibit A, Credit Card Expense Report).
5. The ~~Accounting Department~~ Accounting Manager is responsible for the maintenance, accounting and monitoring of this Corporate Debit Card program.
6. Each designated cardholder has been granted the authority to make purchases using their Corporate VISA Debit Card. All Corporate Debit Card purchases shall be made on behalf of the credit union. Transactions that are personal in nature are

Revised: April 2016

Ratified: April 2019

prohibited.

7. Corporate cardholders are personally liable for any account fees due to cardholder neglect or non-adherence to this policy.
8. The Corporate Debit Card and its related deposit account are the sole property of Resource One Credit Union. In the case where **When** the cardholder's employment at the credit union ceases, the cardholder will be held personally responsible for any undocumented purchases on their Corporate Debit Card.

Date Revised: February 12, 2009
Date Ratified: February 19, 2009

Section of Policy Change:

Corporate Debit Card

5. The ~~Accounting Manager~~ Director of Finance is responsible for the maintenance, accounting and monitoring of this Corporate Debit Card program.

Date Revised: April 2016
Date Ratified: April 2016

Section of Policy Change:

The policy was revised to include reimbursement for checked baggage fees bullet (5-6, page 2).

Revised: April 2016
Ratified: April 2019