



# **EXPENSE REIMBURSEMENT POLICY**

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## **1. Purpose**

The Board of Directors of the West African Alcohol Policy Alliance (WAAPA) recognizes that board members, officers, and employees, personnel's, Consultants and volunteers of West African Alcohol Policy Alliance (WAAPA) may be required to travel or incur other expenses from time to time to conduct organizational duties and to further the mission of this non-profit organization.

The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by personnel's. It is the policy of West African Alcohol Policy Alliance (WAAPA) to reimburse only reasonable and necessary expenses incurred. When incurring official expenses, West African Alcohol Policy Alliance (WAAPA) expects board members, officers, and employees, personnel's, Consultants and volunteers to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend West African Alcohol Policy Alliance's (WAAPA's) money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

## **2. Expense Report**

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted within two weeks of the completion of travel, if travel expense reimbursement is requested, must include:

- The individual's name.
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each West African Alcohol Policy Alliance-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct West African Alcohol Policy Alliance (WAAPA's) business).
- An itemized list of all expenses for which reimbursement is requested.

## **3. Receipts**

Receipts are required for all expenditures billed directly to West African Alcohol Policy Alliance (WAAPA). No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts.

## **4. General Travel Requirements**

A. Advance Approval. All trips involving air travel or at least one overnight stay and any out-of-state travel must be approved in advance by the individual's supervisor.

B. Necessity of Travel. In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which West African Alcohol Policy Alliance (WAAPA) will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to West African Alcohol Policy Alliance (WAAPA) outweigh the costs, less expensive alternatives, such as participation by virtual means or the availability of local programs or training opportunities, shall be considered.

C. Personal and Spousal Travel Expenses. Individuals traveling on behalf of West African Alcohol Policy Alliance (WAAPA) may incorporate personal travel or business with their West African Alcohol Policy Alliance (WAAPA) -related trips; however, Personnel shall not arrange West African Alcohol Policy Alliance (WAAPA) travel at a time that is less advantageous to West African Alcohol Policy Alliance (WAAPA) or involving greater expense to West African Alcohol Policy Alliance (WAAPA) in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by West African Alcohol Policy Alliance (WAAPA). Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by West African Alcohol Policy Alliance (WAAPA).

## **5. Air Travel**

A. General. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. West African Alcohol Policy Alliance (WAAPA) will reimburse or pay only the cost of the lowest class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.

B. Frequent Flyer Miles and Compensation for Denied Boarding. Personnel traveling on behalf of West African Alcohol Policy Alliance (WAAPA) may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

## **6. Hotel Accommodation/Lodging**

Personnel traveling on behalf of West African Alcohol Policy Alliance (WAAPA) may be reimbursed at the single room rate for the reasonable cost of hotel accommodations for US\$100 dollars per night. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

## **7. Meals/Per diems**

Personnel traveling on behalf of West African Alcohol Policy Alliance (WAAPA) are reimbursed for the reasonable cost of meals (including tips) subject to a maximum per diem meal allowance of US\$50 per day and the terms and conditions established by West African Alcohol Policy Alliance (WAAPA) relating to the per diem meal allowance. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed.

## **8. Transportation**

Personnel's travelling on behalf of West African Alcohol Policy Alliance (WAAPA) are reimbursed for the reasonable cost of transportation of US\$20.00 dollars per day. Personnel's are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- Complimentary pick-ups: Many hotels have complementary pick-ups, which will take you to and from the airport at no charge. The hotel will generally have a stand at the airport if this service is available. Employees should take advantage of this free service whenever possible.
- Airport Shuttle or Bus: Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.
- Taxis: When complementary service and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.
- Rental Cars: Car rentals are expensive so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that advance approval has been given by the individual's supervisor and that the cost is less than alternative methods of transportation.

### **8.1 Meeting Transportation**

Participants at a meeting organized by West African Alcohol Policy Alliance (WAAPA) are reimbursed for the reasonable cost of transportation of US\$100.00 dollars per day paid to Senior Government officials, Ministries Department and Agency Heads, Directors. Civil Society Organization, Media representatives, Junior Government Officials are to be reimbursed for the reasonable cost of \$50.00 dollars per day.

## **9. Communication and Internet**

Personnel's travelling on behalf of West African Alcohol Policy Alliance (WAAPA) are reimbursed for the reasonable cost of Communication and Internet of US\$20.00 dollars each for the total number of days. Personnel's are expected to purchase sim-cards upon arriving in any country to easy communication.

## **10. Entertainment and Business Meetings**

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance or under emergency by the immediate supervisor at West African Alcohol Policy Alliance and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:

- Date and place of entertainment.
- Nature of expense.
- Names, titles and corporate affiliation of those entertained.
- A complete description of the business purpose for the activity including the specific business matter discussed.
- Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

## **11. Non-Reimbursable Expenditures**

West African Alcohol Policy Alliance (WAAPA) maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by the organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance.
- First class tickets or upgrades.
- When lodging accommodations have been arranged by West African Alcohol Policy Alliance (WAAPA) and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by West African Alcohol Policy Alliance (WAAPA). Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Movies or bar costs.
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- Participation in or attendance at golf, tennis or sporting events, without the advance approval of WAAPA or his designee.
- Purchase of golf clubs or any other sporting equipment.
- Spa or exercise charges.

- Clothing purchases.
- Business conferences and entertainment which are not approved by West African Alcohol Policy Alliance (WAAPA).
- Valet service.
- Car washes.
- Toiletry articles.
- Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- Overnight retreats without the prior approval of his/her designee.

## **12. Review of Policy**

This policy will be reviewed at least every two years and recommendations for amendments will be approved by the Board.