

Finance and Operations

Travel Expenses Reimbursement Policy

Professional staff members are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Mileage Reimbursements

PCSI will reimburse at the IRS rate for pre-approved (by the Principal) travel with personal vehicles within 200 miles radius in state and out-of-state. Whenever feasible, rental vehicles or air travel is preferred for trips over 200 miles.

Accommodations and Meals

PCSI will reimburse employees for accommodations and meals based on the following:

1. Up to \$30.00 per diem for meals.
2. Up to \$80.00 per night for accommodations.

Employees shall only be reimbursed for work-related travel that is directly related to and within the scope of the employee's work responsibilities.

PCSI will not reimburse employees for unauthorized expenses. Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations and the entertainment/meals/ lodging of spouses, children or guests.

No PCSI employee shall be reimbursed for travel and related expenses without prior written approval (Reimbursement Form) from the Principal and proper documentation of expenses (i.e., itemized receipts).

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

All exceptions to this policy must be approved by the PCSI Board.

Adopted: 7/24/12