



COLUMBIA COUNTY PATHWAYS TO RECOVERY

PO Box 486 GHENT NY 12075

Travel Reimbursement Policy

- It is the policy of Columbia Pathways To Recovery, Inc. to provide reimbursement for employees and volunteer board members for pre-approved travel related expenses, including transportation, hotels, and food. These expenses must be reasonable and necessary, as well as job-related, and must be pre-approved in writing by [the Executive Director/ Board of Directors].
- Columbia Pathways To Recovery, Inc. will only reimburse for pre-approved travel related expenses when the employee provides documentation of the expense with receipts from purchases or other verifiable documentation.
- Employees seeking reimbursement must complete the “Travel Reimbursement Request Form. The form must be fully and accurately completed, and submitted to the [Executive Director /Board of Directors.] All receipts should be scanned/attached and submitted with the form.
 - Local travel will be reimbursed by the Treasurer. This includes reimbursement for transportation by taxi and/or public transportation, and, when pre-approved, use of an employee's personal automobile. Columbia Pathways To Recovery, Inc. will reimburse employees for the use of their personal automobile in accordance with the federally approved mileage rate for business use of personal vehicles.
 - Reimbursement of meals when there is no overnight travel should be paid by the organization only when the meal has a defined business purpose.
 - For out-of-area travel, Columbia Pathways To Recovery, Inc. will reimburse all pre-approved travel related actual costs, such as hotel accommodations, transportation to and from the destination, including airline, train or bus tickets, taxicab fares, meals and gratuities etc. Employees and volunteers should travel at the lowest available airfare to accommodate the purpose of the business trip.

COLUMBIA PATHWAYS TO RECOVERY IS A COMMUNITY COMMITTED TOWARD BUILDING THE MANY PATHWAYS TO STRATEGIES
AND SOLUTIONS FOR THE ADDICTION CRISIS IN COLUMBIA COUNTY, NY.

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