

Program Travel Policy

Travel is often an essential element of charitable programs. Whether it is to deliver meals to seniors, fly across the US to speak at a conference, or to travel to foreign countries, the trips you take as part of your program are integral to your charitable efforts. United Charitable does not reimburse for gas receipts unless the vehicle is owned by the program and United Charitable*. Below is our policy on reimbursement, receipting, and other travel related expenses. Please note that all travel longer than one day must be **pre-approved 30 days in advance**.

Day Trip – short trips within the US that have a travel time of 1 day or less

While United Charitable does not require pre-approval for this type of travel, information about the trip is still needed for our files. A statement with the date and reason for travel will suffice and can be submitted with the request for reimbursement. Please note, United Charitable requires the use of a travel log to be reimbursed for mileage. United Charitable uses the current IRS mileage rate for reimbursement. The log, along with any travel receipts other than fuel can be submitted with a disbursement request form to be reimbursed for Day Trip travel. Here is an example of a travel log:

<u>Date</u>	<u>Starting Point</u>	<u>Destination</u>	<u>Reason</u>	<u>Mileage Total</u>	<u>Total</u>
12/12/08	Poquoson, VA	Senior Homes New Kent Co., VA	Distribute meals to shut-in seniors	55 miles round trip	\$27.50
12/16/08	Norfolk, VA	Poquoson High School Poquoson, VA	Speak at local HS about drug abuse	15.5 miles	\$7.75
12/24/08	Hampton, VA	Patrick Henry Mall Newport News, VA	Deliver presents to Angel Tree	13.75 miles	\$6.88

Multiple Days Travel –within the US and to Foreign Countries for 2 or more days

The [Before the Trip Approval Form](#) must be submitted to United Charitable at least 30 days in advance of the trip. This form details the reason for travel and expenses of the trip. Upon return, the [After the Trip form](#), receipts, travel and purchase log, and request form should be submitted to United Charitable for reimbursement. Every effort to acquire actual receipts from vendors should be made. However, we understand that some purchases do not allow for receipting. Therefore, a travel and purchase log should be kept. Here is an example of a travel and purchase log:

<u>Date</u>	<u>Purchase</u>	<u>Reason</u>	<u>Amount (US\$)</u>
11/15/08	Cab Fare	Fare for John and Jason transport to hostel	\$15.00
11/16/08	Apples	Bushel of apples to distribute to street children	\$25.00
11/21/08	Guide	Day Guide to take us to local villages in desert	\$45.00

*For information about accepting donations of vehicles or purchasing a vehicle, please contact our Staff.