

**Interfaith Food Ministry of Nevada County**  
**T&E Policy - Approved by Board on 5/28/19**

- Travel & Expense Policy
    - Purpose:
      - To ensure that adequate cost controls are in place, travel and other expenditures are appropriate, and provide a uniform and consistent approach for the timely reimbursement of authorized expenses.
    - Reason for:
      - IFM recognizes that employees may be required to travel or incur other expenses to conduct IFM business.
    - Prime areas of coverage:
      - Mileage when an employee uses their personal vehicle to conduct IFM business
      - Business meals incurred in the performance of IFM related business.
    - Requirements:
      - Exercise discretion and good business judgement with respect to expenses incurred.
      - Be cost conscious and spend IFM's money as carefully and judiciously as the individual would spend his or her own funds.
      - Timely submittal of an expense reimbursement form.
      - Submittal of applicable receipts and documentation for all expenses.
      - Approval by the individual's Manager.
- Approved by Board on 5/28/19