

INSTRUCTIONS FOR TRAVEL REIMBURSEMENT

ALL TRAVEL expenses are only for pre-approved travel and/or stories.

Allowable travel expenses paid by KPFA include airfare, public transit, or gas mileage, whichever is more cost-effective. e.g. economy airfare, train vs driving, etc. Employees wishing to travel at higher rates shall cover the difference. A maximum per diem allowance of \$35.00 will be provided to cover meals (excluding alcohol beverages). For employees required to travel, reasonable transportation and lodging will be provided in moderately priced hotels/motels.

- It is required that you provide receipts for bridge tolls, taxi fares, public transit fares and parking.
- Please submit your Clipper Card reports noting the trips you are requesting to be reimbursed.
- If traveling by vehicle, please provide a Google Map printout that calculates the route and mileage that you used during your trip.
- A description of your travel business duties must be noted on each line item in the report.
- All receipts must be stapled to or scanned along with the expense report.
- Department managers must approve expense reports before they are submitted to ap@kpfa.org.

A Google Sheets version of the Expense report is available at <http://www.kpfa.org/staff>. Input only in the YELLOW areas. The Google Sheets automatically calculates the extended amounts and total.