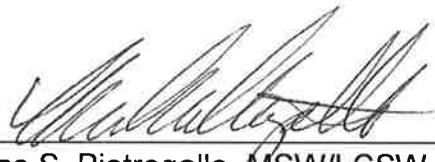

POLICY

Out of town travel by any employee or volunteer of the Poverello Center, Inc. is for the sole purpose of advancing the agency's mission, purpose and values and in accordance with our current strategic plan.

PROCEDURE

- I. Out of town Travel is defined as travel requiring an overnight stay in which the agency is paying a salary, hourly wage and/or supporting any part of the cost of the travel.
- II. Purpose of out of town travel is to advance the agency's mission, purpose, values or strategic plan.
 - a. Any out of town travel shall be approved by the CEO or their designee at least 30 days in advance of the departure date. In the case of CEO's travel, approval is sought by the President of the Board of Directors.
 - b. Expenses are limited to those outlined in the approved travel plan.
 - c. No expenses will be approved apart from those listed in the approved travel plan.
 - d. Reimbursement requests must be made within 7 workdays of the completion of the approved travel.

Approvals:

Signature:  Date: 6/2/19
Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: 11.23.2016

Date Established: 10.17.2016

Date Reviewed/Revised: 07.08.2017; 06.02.2019



Name: _____ ☐ Employee ☐ Volunteer

Please complete one Plan for each traveler

Date/Time of Departure: ____ / ____ Date/Time of Arrival: ____ / ____

Mode of Transportation: ☐ Auto ☐ Air ☐ Other: _____

Cost of Round-Trip Transport: _____

Accommodation: ____ per night x # nights: ____ = Total Accommodation Cost: ____

Travel fits within agency: ☐ Mission ☐ Purpose ☐ Values ☐ Strategic Plan

Parking FLL (Max = Economy Parking \$7.50 per day); MIA (Max = Economy \$12.50 per day) : ____

Per Diem Cost (\$44) per 24-hour period while traveling x (#days ____) = ____

Registration (attach program, agenda or flyer): _____

Maximum total reimbursable by Poverello: _____

Is this travel in the current year's budget? ☐ Yes ☐ No.

If yes, indicate the payment cost center: If no, explain:

Out of Town Travel Plan Disposition:

☐ Approval ☐ Denial Reason: _____

Chief Executive Officer

Date