Arts Corps Travel and Expense Policy

Out of Pocket Expenses
All out-of-pocket expenses must be pre-approved by the employee's direct supervisor, the Deputy Director, or the Executive Director. Receipts must be submitted to the executive director along with a completed expense reimbursement claim form within thirty (30) days of purchase. Teaching Artists submit receipts to the Programs Operations Manager.

Travel Expenses
Arts Corps reimburses for the actual amount up to the General Services Administration (GSA) per diem amount for lodging, meals, taxi, parking, tips and other necessary travel expenditures. For travel, receipts are encouraged but not required for per diem expenses incurred at $75 or less; receipts are required for any authorized travel expense over $75.

Mileage Expenses
The Arts Corps headquarters is considered the default base work site for all Arts Corps employees except those who work at an alternate site for 20 or more hours per week. Arts Corps reimburses for mileage when employees use a personal vehicle for work-related activities outside of their base work site, or for teaching artists and classroom assistants who are traveling further than 5 miles to work with youth. The reimbursable amount is the mileage that exceeds 5 miles for one way. Trips that are less than 5 miles will not be reimbursed.

- Example: Teaching Artist travels 15 miles from their home to a school site, and 15miles back home.

- (15miles-5miles)*2= 20 miles expensed

Example: Staff member who works out of Arts Corps office travels from home to the office, then 3 miles to offsite training, and then back to the office, and back home.

- 3miles*2=6 miles expensed

For teaching artists with more than one class in a single day, Arts Corps will reimburse the teaching artist for additional miles traveled between sites.

For meetings, trainings, retreats and other work-related activities that are not held at the base work site, Arts Corps reimbursement is as follows:

- For travel on regular workdays, Arts Corps reimburses for mileage between the base site and work-related activity. For travel directly to the work-related activity, Arts Corps reimburses for the difference between mileage to the work-related activity and mileage for the standard commute to the base work site (unless otherwise authorized by the Executive Director due to special circumstances).

- For travel on non-regular workdays, Arts Corps reimburses for all miles traveled to the work-related activity.

Employees are only authorized to use their vehicle if they have a valid driver license and uninsured motorist and liability insurance coverage. If not, the employee is not authorized to drive their vehicle for Arts Corps' work purposes.

Bus Fare Reimbursement

Arts Corps reimburses for bus fare when employees travel by bus for work-related activities outside of their base work site, or for teaching artists and classroom assistants who are traveling further than 5 miles to work with youth. The reimbursement amount is $5.50 for each round-trip. If a qualifying bus trip exceeds 90-minutes, the employee is eligible for an additional $25.00 per day. This amount may be subject to applicable tax and withholding.

Mileage Reimbursement Maximum

Employees may claim a maximum reimbursement of $35.00 per pay period for all mileage and bus fare expenses combined, unless otherwise approved by the Executive Director.

Submitting Expenses

Reimbursement will be at the current IRS mileage reimbursement rate and this amount may change on an annual basis. A trip log or mileage calculation sheet is required for all transportation reimbursement, listing date, departure, destination and miles traveled. Miles traveled may be documented by listing odometer readings or by calculating distance using Google Maps. Reimbursement checks are generally issued within fifteen (15) business days of approval of reimbursement claim.

Non-Reimbursable Expenses

There may be additional non-reimbursable expenses that are not listed here. For questions, check with the Deputy Director or Executive Director:

- Tolls
- Parking or speeding tickets, even while using personal vehicle for work activities
- Taxi, Uber, Lyft or other car service fees
- Accident damage to a vehicle while driving to/from a work-related activity or to/from the base site.
- Vehicle maintenance expenses or gas