

Santa Clara FireSafe Council

Travel and Communications Policy and Procedures

Policy

1. All SCFSC travel and communications expenses must follow the applicable SCFSC Accounting Policies and Procedures.
2. All SCFSC travel and communications and travel expenses related to grants must be identified by grant (or other source of funding) using the Chart of Accounts in the SCFSC Accounting Policies and Procedures.
3. All SCFSC anticipated travel and actual travel expenses must be approved at an SCFSC meeting, or by a majority of the SCFSC Officers and Directors, or by the SCFSC President and CEO, before the travel is made. No advance payments for travel or travel expenses are authorized unless specifically approved.
4. Only actual and reasonable travel and communications expenses which meet the requirements of this policy will be reimbursed. No personal expenses will be reimbursed. Receipts are required for all expenses over \$25 except mileage.
5. All travel and communications expenses must be directly related to and funded by grants or other sources of funding.
6. Travel expenses for SCFSC members or others to SCFSC meetings and events, or other meetings and events within Santa Clara County will not be reimbursed. However, the time spent traveling to SCFSC related meetings and events is a valid In-Kind contribution and should be included in the In-Kind records.
7. In general, communications expenses for SCFSC related telephone calls and other communications (e.g., a postage stamp or two) will not be reimbursed. Communications expenses that are not reimbursed are valid In-Kind contributions but individual communications expenses of less than \$5 do not need to be recorded or reported.
8. All travel and communications and travel expenses must follow the restrictions and requirements of the individual grant agreements as outlined in the SCFSC Accounting Policies and Procedures.
9. The SCFSC Treasurer and Grant Coordinator(s) are responsible for maintaining the SCFSC travel and communications expense records and supporting documentation.

Procedures

1. The SCFSC Treasurer and Grant Coordinator(s) are responsible for implementing the procedures necessary to implement the policy above.
2. Documented telephonic, e-mail or other electronic forms of communication are acceptable.