



P.O. Box 35246 | Los Angeles, CA 90035

TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY

Purpose

The Board of Directors of Sustainable Streets, a California nonprofit public benefit corporation (the "Corporation") recognizes that directors, officers, and committee chairs or members, (individually, a "Volunteer", and collectively, "Volunteers") of the Corporation may be required to travel or incur other expenses from time to time to conduct corporate business and to further the mission of the nonprofit organization. The purpose of this Policy is to ensure (a) adequate cost controls are in place, (b) appropriate requirements for travel and other expenditures, and (c) uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Volunteers. It is the policy of the Corporation to reimburse only reasonable and necessary expenses actually incurred by Volunteers.

Any questions regarding this Policy or what constitutes a reasonable expense should be directed to the Chief Financial Officer of the Corporation.

When incurring business expenses, the Corporation expects Volunteers to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend the Corporation's money as carefully and judiciously as the Volunteers would spend their own funds.
- Report expenses, supported by required documentation, as they are actually incurred.

Expense Report

The Corporation shall reimburse expenses only if the individual Volunteer requesting reimbursement submits a written expense report (the "Expense Report"). The Expense Report shall be submitted at least monthly or within two weeks of the completion of travel or other expenditure. The Expense Report must include:

- The individual Volunteer's name
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each Corporation related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct the Corporation's business).

- An itemized list of all expenses for which reimbursement is requested.

Volunteers should submit Expense Reports via email or regular mail to the Chief Financial Officer of the Corporation who may request additional documentation to approve the expenses. Unless otherwise indicated in this Policy, the Chief Financial Officer shall have the authority to approve or deny the reimbursement of expenses pursuant to the terms and conditions of this Policy, as may be amended from time to time by the Board of Directors of the Corporation.

Receipts

Receipts are required for all expenditures billed directly to the Corporation, such as airfare and hotel charges. No expense in excess of \$100.00 shall be reimbursed to Volunteers unless the Volunteer requesting reimbursement submits written receipts with the Expense Report. The written receipts should show the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

Corporation Credit Cards

If a corporate credit card is issued to directors or officers for travel and other Corporation related expenses, the director or officer must still comply with the requirements set forth for regular expense reports, as described above under "Expense Report," and charges may not be made for "Non-Reimbursable Expenditures" as described below. Failure to meet the Expense Report requirements, or making of inappropriate charges will result in loss of the credit card.

General Travel Requirements

Necessity of Travel: In determining the reasonableness and necessity of travel expenses, Volunteers shall consider the ways in which the Corporation will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits to the Corporation outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

Personal and Spousal Travel Expenses: Volunteers shall not arrange corporate travel at a time that is less advantageous to the Corporation or involving greater expenses to the Corporation to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the Volunteer and shall not be reimbursed by the Corporation. Expenses associated with travel of a Volunteer's spouse, family, or friends shall not be reimbursed by the Corporation.

Air Travel

General: Air travel reservations should be made as far in advance as possible to take advantage of reduced fares.

Frequent Flyer Miles and Compensation for Denied Boarding: Volunteers traveling on behalf of the Corporation may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Volunteers may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

Lodging

Volunteers traveling on behalf of the Corporation may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. The cost of staying in the city where the hotel is located and in proximity to other venues on the Volunteer's itinerary shall be considered in determining reasonableness. Volunteers shall make use of available nonprofit, corporate and discount rates for hotels.

Out-of-Town Meals

Volunteers traveling on behalf of the Corporation are reimbursed on a per meal basis at the following rates when they actually incur the cost of a meal. Volunteers shall not be reimbursed for meals paid for or provided by others.

Breakfast:	\$ 7.50
Lunch:	\$ 12.50
Dinner:	\$ 18.50
All meals for a day:	\$ 39.00

Exceptions to the above limits may be made where available meal options require higher expenditures. Exceptions require a receipt and must be approved by the Board of Directors of the Corporation.

Ground Transportation

Volunteers are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Courtesy Shuttles. Many hotels have courtesy shuttle service that will take you to and from the airport at no charge. Volunteers should take advantage of this free service whenever possible.

Public Transport: Many cities have available public transit from the airport to city centers. Where possible the Corporation encourages public transit use as a priority option for traveling to and from the airport.

Bicycles: Many hotels offer free use of bicycles for local travel, the Corporation encourages Volunteers to seek out these opportunities in favor of taxis and rentals cars.

Taxis. When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

Rental Cars. Volunteers shall be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.

Personal Cars

Volunteers shall not be compensated for use of their personal cars when used for the Corporation's business.

Parking/Tolls

Parking and toll expenses, including charges for hotel and airport parking, incurred by Volunteers traveling on the Corporation's business shall not be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of Volunteers and shall not be reimbursed.

Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business related entertainment shall be reimbursed only if the expenditures are approved in advance by the Board of Directors of the Corporation and qualify as tax-deductible expenses. Detailed documentation for any such expense must be provided, including:

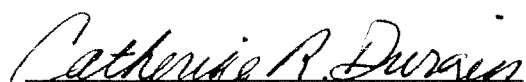
- Date and place of entertainment
- Nature of expense
- Name, titles, and corporate affiliation of those entertained
- A complete description of the business purpose for the activity including the specific business matter discussed
- Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

Non-reimbursable Expenditures

The Corporation maintains a strict policy that expenses in any category that could be perceived as lavish or excessive shall not be reimbursed. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance
- First class tickets or upgrades
- When lodging accommodations have been arranged by the Corporation and the Volunteer elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the Corporation. Reimbursement shall not be made for transportation between the alternate lodging site and the meeting site.
- Limousine travel
- Valet service
- Car washes
- Movies, liquor, or bar costs
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
- Spa or exercise charges
- Clothing purchases
- Business conferences and entertainment that are not approved by the Board of Directors of the Corporation.
- Toiletry articles
- Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies Volunteers on a trip, it is the responsibility of the Volunteer to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request or Expense Report.

The above stated Policy was duly adopted by the Board of Directors on January 21, 2012.


Catherine Durgin, Acting Secretary