



## COCA-COLA SCHOLARS FOUNDATION

### Guidelines for Travel Reimbursements

The most efficient and economical mode of transportation should be utilized. While making travel arrangements and decisions while traveling, we ask that you keep in mind the Coca-Cola Scholars Foundation (CCSF) is a non-profit organization. Our joint efforts to be cost conscious will help the Foundation control costs and continue to provide these engagement opportunities going forward.

#### Air Travel

If airline reservations are not made by CCSF, travelers are expected to travel coach and are encouraged to search for the lowest available fare. For best fares, please plan to make reservations at least six (6) weeks in advance of the travel date. Airfare reimbursement will cover the most direct route, non-refundable coach fare. The cost of cancelling and/or rebooking of flights is not reimbursable, unless the expense occurs as a result of a change/error made by CCSF (such as a changed meeting date).

#### Travel by Personal Car

CCSF will reimburse for personal car mileage incurred in connection with travel to and from your home address to the meeting site at the current standard IRS rate. If it is more economical or efficient to travel by air, the reimbursement for automobile costs will not exceed the cost of airfare. If travel by personal or rental car has been pre-approved by CCSF, parking fees at the meeting site will be reimbursed.

#### Automobile Rental

If it is determined that a car rental is the most efficient and economical mode of transportation, CCSF will approve the rental of a mid-size or smaller vehicle. In order to be reimbursed for the car rental and fuel expense, the original rental agreement and receipt as well as fuel receipts must accompany the reimbursement form.

**Rental costs for automobile rental upon arrival by airfare will not be reimbursed.**

#### Ground Transportation

CCSF will reimburse reasonable ground transportation expenses (Uber, Lyft, taxi) between the airport and the meeting site (only if such transportation was not pre-arranged by the Foundation). Airport shuttles are encouraged wherever possible. Specially chartered luxury limousine service is not reimbursable. If ground transportation was pre-arranged by the foundation and traveler elects to make alternative arrangements, these expenses are not reimbursable.

## Hotel/Lodging

In most cases CCSF will make hotel reservations on your behalf. In the event reimbursable lodging expenditures outside of the arrangements made by CCSF are incurred, the Foundation will cover the cost of the hotel room, room taxes and fees. If applicable, hotel parking fees will be covered as well. It is regretted that other incidental expenses cannot be reimbursed and must be paid by the guest at the time of check out.

For reimbursable expenses incurred during your stay, itemized hotel receipts must be submitted; credit card charge slips do not represent adequate supporting documentation. We will only reimburse for lodging at Coca-Cola partner hotels (hotels that pour Coca-Cola products).

## Meals

Reasonable costs incurred for meals during travel to and from the meeting will be reimbursed. We will only reimburse meals at Coca-Cola partner restaurants (those that pour Coca-Cola products) and for Coca-Cola products. Detailed receipts for meals itemizing the food and beverages ordered are required (no exceptions); credit card charge slips do not represent adequate support documentation. Reimbursement for alcoholic beverages or alcohol-related costs are not reimbursable under any circumstances. If a detailed receipt/receipts are not provided the items will be deducted from the expense report and not reimbursed. Reimbursement for meals during time periods where meals are provided by the Foundation are not reimbursable. Excessive food and beverage charges will not be reimbursed.

The following expenses are **NOT** reimbursable:

- First class airfare
- In-flight movies/refreshments
- Misc. Hotel Expenses (movies and other forms of personal entertainment, valet, mini bar, telephone, internet connection, etc.)
- Tips in excess of 20% and/or tips in addition to pre-applied gratuity
- Alcoholic Beverages
- Meals during times meals are provided by CCSF
- Reimbursement for personal miles in excess of the cost of airfare to the same destination



**COCA-COLA  
SCHOLARS  
FOUNDATION**

**Reimbursement Request Form**

This form should be used to request reimbursement for pre-approved Coca-Cola Scholars Foundation expenses. Please attach ALL receipts.

NAME: \_\_\_\_\_ REQUEST DATE: \_\_\_\_\_

**REQUESTOR CONTACT INFORMATION:**

Phone:	Payment Address:
Email Address:	

Expense Date	Description	Total
TOTAL REIMBURSEMENT AMOUNT		

REQUESTOR SIGNATURE: \_\_\_\_\_

CCSF Office Use Only		
CCSF Approval Signature: _____	Date: _____	Check No.