

## ARTICLE 25. EXPENSES

### **Section 1 Expenses & Equipment**

RAICES shall pay all legitimate expenses incurred by an employee in the service of RAICES that are submitted with supporting receipts on or before the third business day of the month following the month in which the employee is invoiced for the expenses. Reimbursement of expenses that are not submitted by the third business day of the month following the month in which they are invoiced will be made if the employee can demonstrate that the delay in submitting the expenses was reasonable under the circumstances.

RAICES shall reimburse employees for all non-commuting miles for the use of a vehicle in the service of the Employer at the IRS rate for business travel. Mileage shall be calculated as the distance from the office to the field location, or the distance from an employee's remote work location to the field location.

For any work-related travel exceeding one hundred (100) miles round-trip, the employee may request the use of a rental car or company car. Such requests will not unreasonably be denied.

### **Section 2 Expense Reimbursement**

Once properly submitted, employee expenses shall be reimbursed no later than the second Friday of the month.

### **Section 3. Travel Advances**

The practice of travel advances shall continue.