Drug Testing

All potential employees may need to pass a drug test before starting a job with our organization. Drug tests may also be required for employees involved in a workplace or event accident or when there is reasonable suspicion that they are under the influence of drugs or alcohol while performing their job duties. ISI reserves the right to terminate any employee who fails a drug or alcohol test in accordance with the aforementioned policy.

Company Travel & Expenses

**Travel Expense Reimbursement Policy**

Some travel in order to accomplish organization objectives is necessary and all such travel must be authorized in advance. ISI will reimburse employees for expenses related to this travel. To be reimbursed, employees must submit expense information to the ISI Treasurer within 30 days after the expense is incurred. The minimum expense information shall include the date of the travel, the purpose for the travel, a description of the expense incurred and a receipt to document the expense. ISI will reimburse employees for mileage at the Internal Revenue Service standard mileage rate for the year in which the mileage driven. ISI will reimburse meals up to the Meals and Incidental Expense allowance as published for by U.S. General Services Administration Office.

**Purchases and Expenses incurred on behalf of ISI**

Occasionally, you may need to incur an expense on behalf of ISI. However, absent an unforeseeable need, all expenses in excess of $250 need to be pre-approved by the ISI Admin. Vice Chair or Board of Directors. To be reimbursed, employees must submit expense reimbursement request to the ISI Treasurer within 30 days after the expense is incurred. The reimbursement request shall include a description of the expense incurred and a receipt to document the expense.

Normal processing time for expense reports is 10 business days. Requests that are incomplete or that lack backup documentation will be returned and may have a longer processing time. A completed request includes a description of the expense, the necessity of the expense, the purpose for the expense and written approval of the ISI Admin. Vice Chair. Proper documentation includes a written statement of approval by the ISI Admin. Vice Chair and receipts documenting the amount of the expense.

**ISI Issued Credit Cards and Debit Cards**

ISI may issue credit cards and debit cards to employees for use in their jobs. The use of ISI issued credit cards and debit cards is a privilege. Any ISI issued credit cards or debit cards must be used for business purposes only, and in conjunction with the employee’s duties. Employees must not use the credit cards or debit cards for non-business and non-essential purposes. ISI will consider the use of a credit card or a debit card for expenses incurred while traveling, such as for lodging and meals while on ISI approved business trips, for business purposes as long as such expenses are consistent with the above described travel and expense reimbursement policy.
Policies and Procedures
Employee Use of Company Credit Card or Charge Accounts

1. Authorization – The owner must provide written authorization prior to the use of a company credit card or charge account by an employee.

2. Employee Agreement – The employee must sign an agreement acknowledging that he has read and understands the policies and procedures governing the use of a company credit card or charge account.

3. Restricted Use – The use of a company credit card or charge account is subject to the following restrictions:
   - No personal or private expenditure shall be to be charged to a company account.
   - No regular operating expense (e.g. monthly telephone bills, internet agreement, etc.) shall be charged to a credit card.
   - Each expense charged must be accompanied by the actual itemized receipt and brief explanation. (For example, if the expense is for meals or food, note on the receipt if it was for a luncheon meeting and how many meals were included on the bill). In other words, each expense should have the same type of documentation that you would include on a request for reimbursement.
   - An expense in excess of $100 should be pre-approved. Capital purchases should never be charged to a credit card.
   - Travel expenses (e.g. airfare, hotel rooms, conference registrations) should be submitted for payment via a purchase order or expense reimbursement whenever possible. In the exceptional case when a credit card is used for such expenses, the conference and travel expense should be pre-approved by the appropriate authority.
   - Documentation of each expense shall be submitted as soon as possible, and no later than 10 days from the date of purchase.
   - No cash advances will be permitted on a company credit card.
   - Any credit card issued to an employee will have a maximum monthly balance of $1,000.
4. Card Payments - Payments, late fees and interest related to unauthorized or undocumented charges shall be the responsibility of the employee.

5. Violations of the Town’s credit policy shall result in disciplinary action, including termination of employment or prosecution.
Agreement for Wage Deductions Associated with Improper Use of Company-Issued Credit Cards

In the event of a violation of the policy, the deduction will result in a disciplinary action, up to and including termination of employment. Depending upon the severity and nature of the offense:

- If the offense is insignificant and a disciplinary action is deemed unnecessary, an employee may take a personal leave from work for the duration of the investigation. If the employee disagrees with the decision, they may appeal the decision to the next level of management. The appeal process will be reviewed by the company's legal department.
- If the offense is deemed significant and a disciplinary action is necessary, the employee will be provided with a written notice outlining the specific violation, the consequences, and the appeal process.
- If the offense is considered a serious violation, the employee may be terminated from employment.

The company reserves the right to determine the appropriate action in accordance with its policies and procedures.

Policy Regarding Use of Company-Issued Credit Cards

The company will issue credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

Company-Issued Credit Cards

Top Ten Tips

1. Use only for business purposes.
2. Keep card in a safe place.
3. Do not share the card with others.
4. Avoid using the card for personal expenses.
5. Monitor all transactions weekly.
6. Return unused cards promptly.
7. Report lost or stolen cards immediately.
8. Keep all receipts for purchases.
9. Follow the company's credit card policy.
10. Notify the company if there is any unauthorized use.

Notice: Although it can be impractical or nearly impossible to issue company credit cards to certain key employees, there is always some risk involved that a violation of this policy may occur. The company will take all necessary steps to prevent such violations and to address any violations that do occur.