OpenJS Foundation

OpenJS Foundation Travel Reimbursement

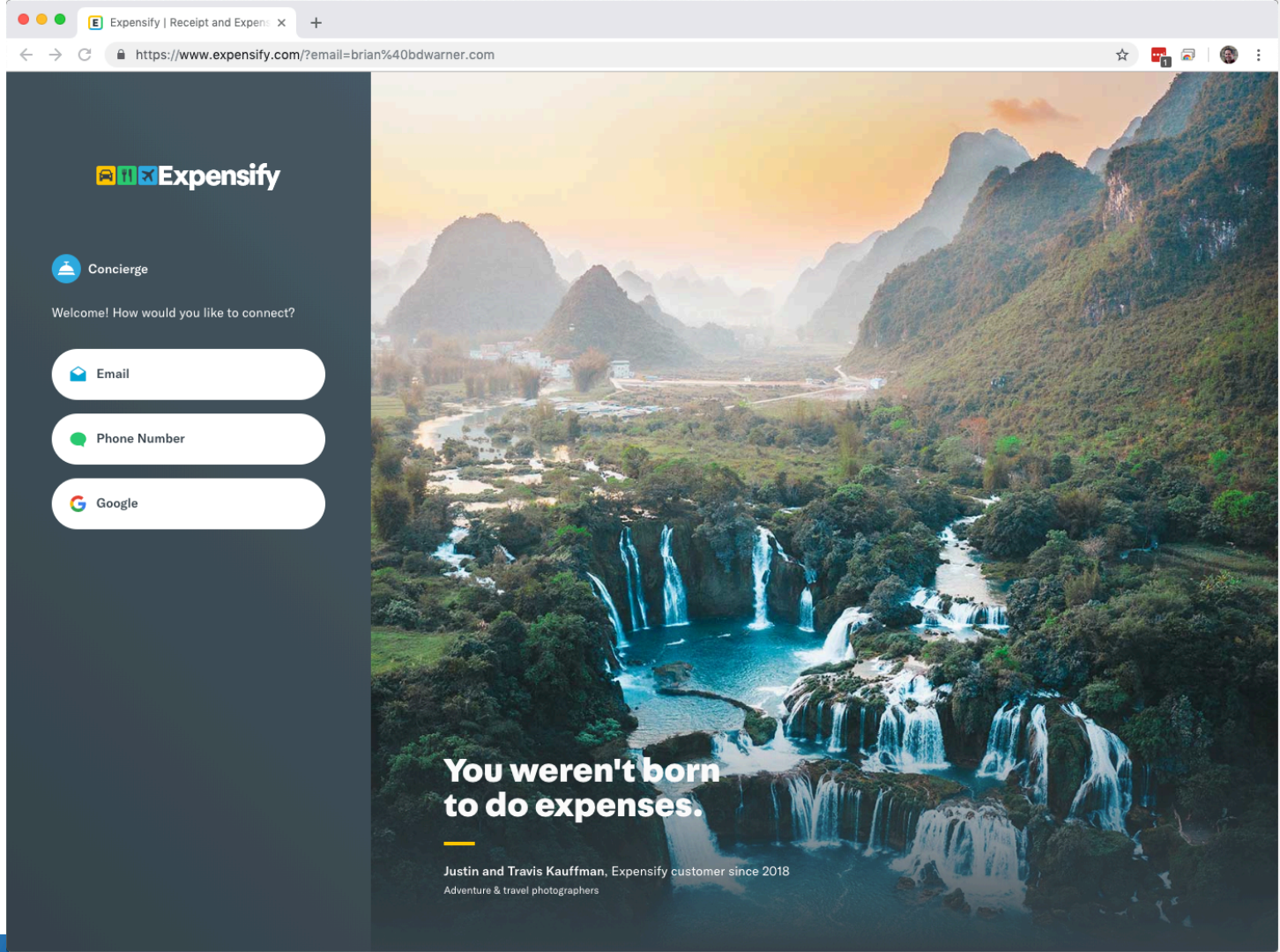
THE LINUX FOUNDATION

Overview of the process

- Travel reimbursements must be approved in advance via PR to the appropriate file at https://github.com/nodejs/admin/
- Travel will be reimbursed within 30 days of the trip's completion.
- Except in highly exceptional circumstances, you must travel to be reimbursed.
- To make reimbursements easier, download the Expensify app to your phone and capture receipts as you travel.
- Always enter expenses in the currency on the receipt; it will be converted for you.
- Every expense must have a corresponding receipt, and the amounts must match.

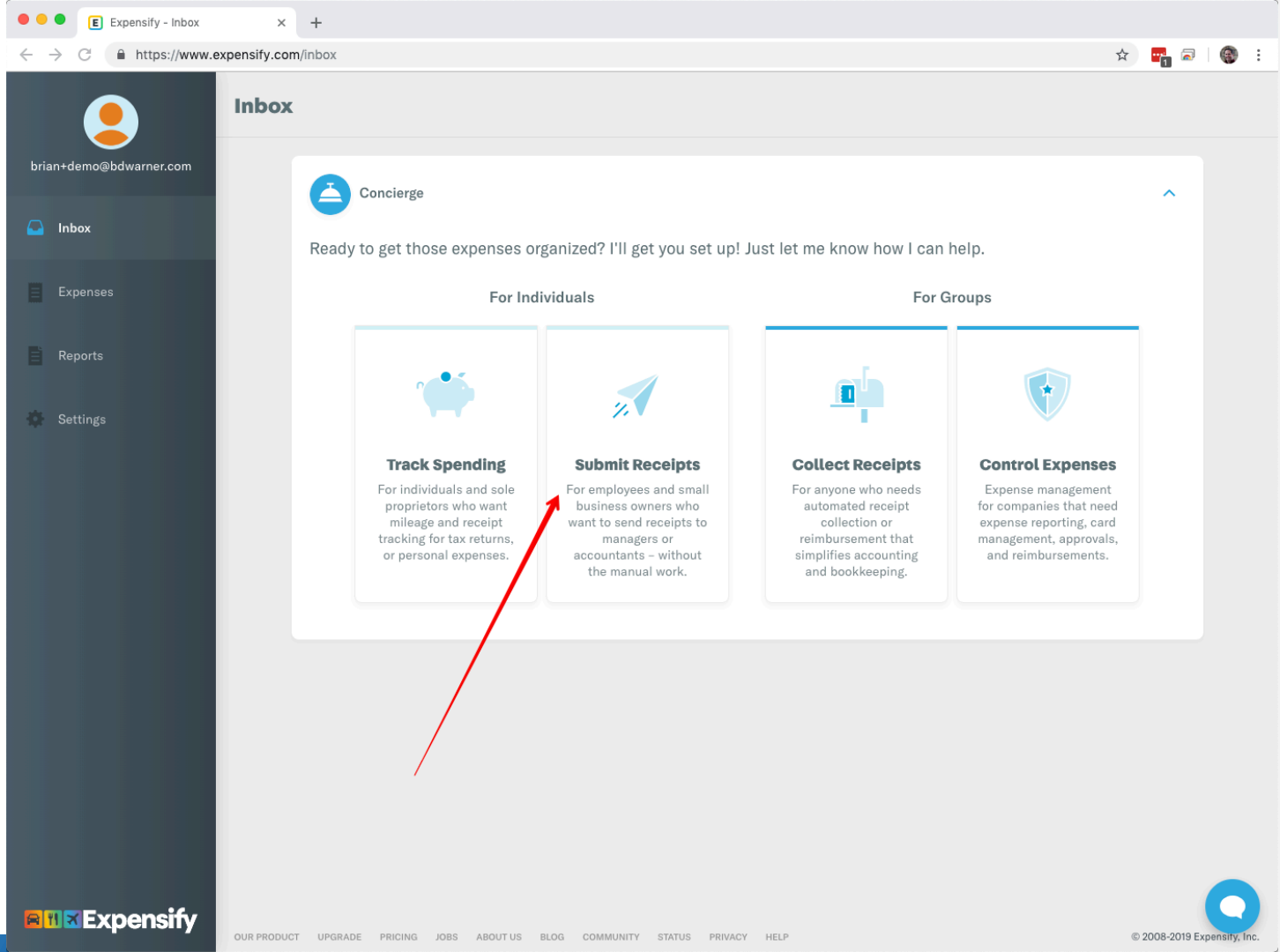
Get a free Expensify account

- Sign up at https://expensify.com



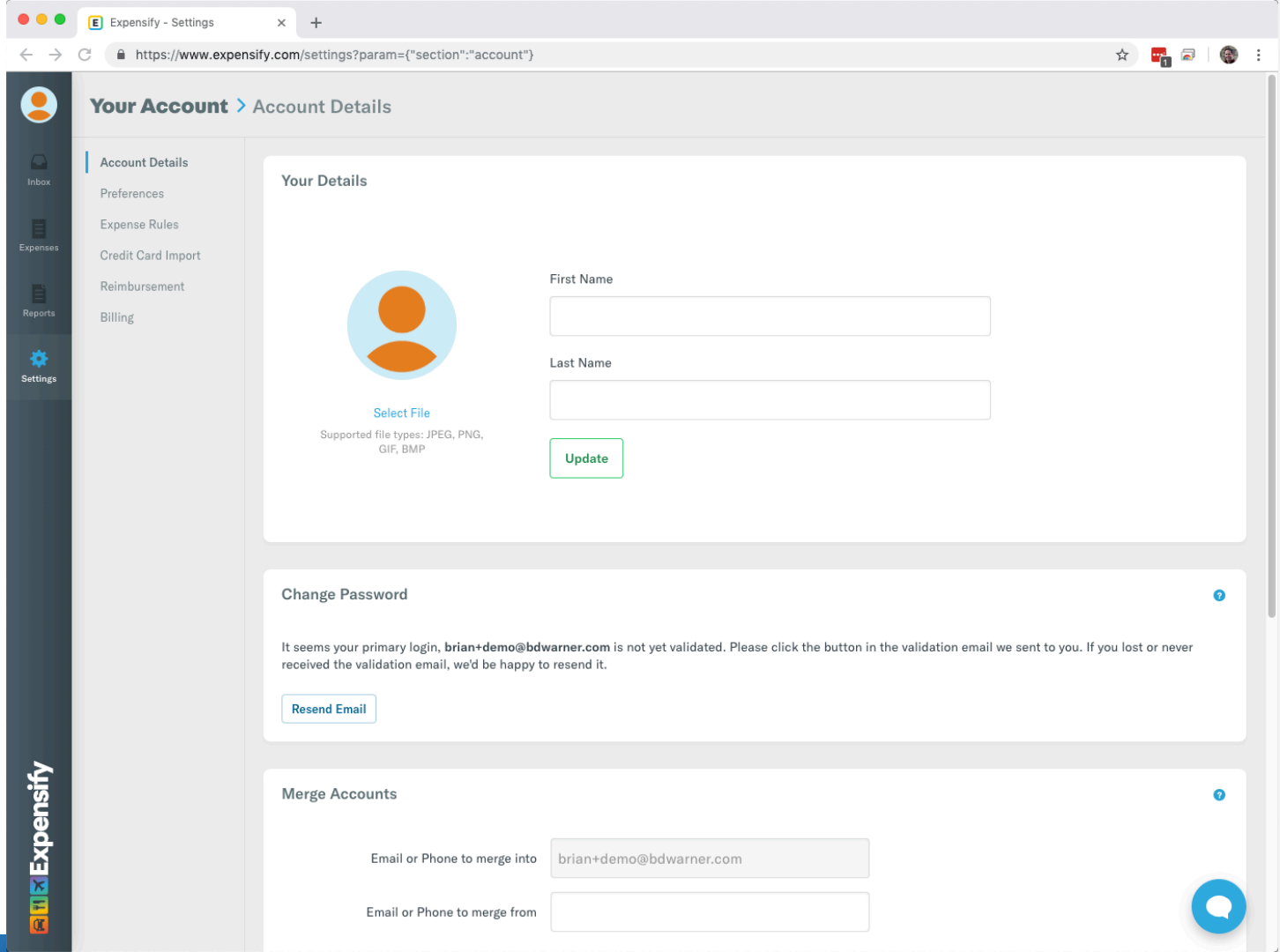
Set up your account

- Select “Submit Receipts”



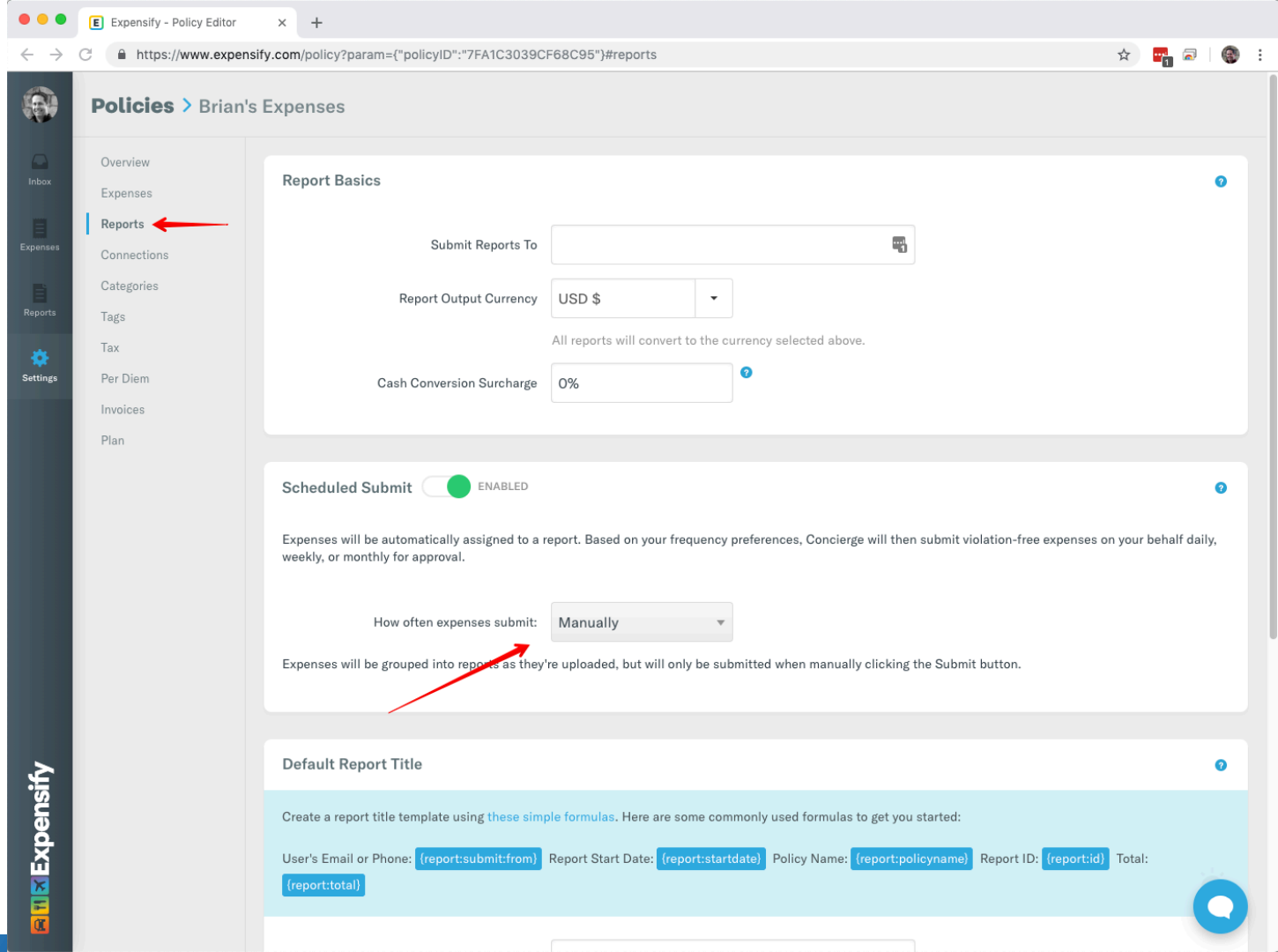
Set up your account

- Go to “Settings” » “Your account”
- Set your first and last name.
- Optionally, set up “Credit Card Import”.
- Do not set up “Reimbursement”.



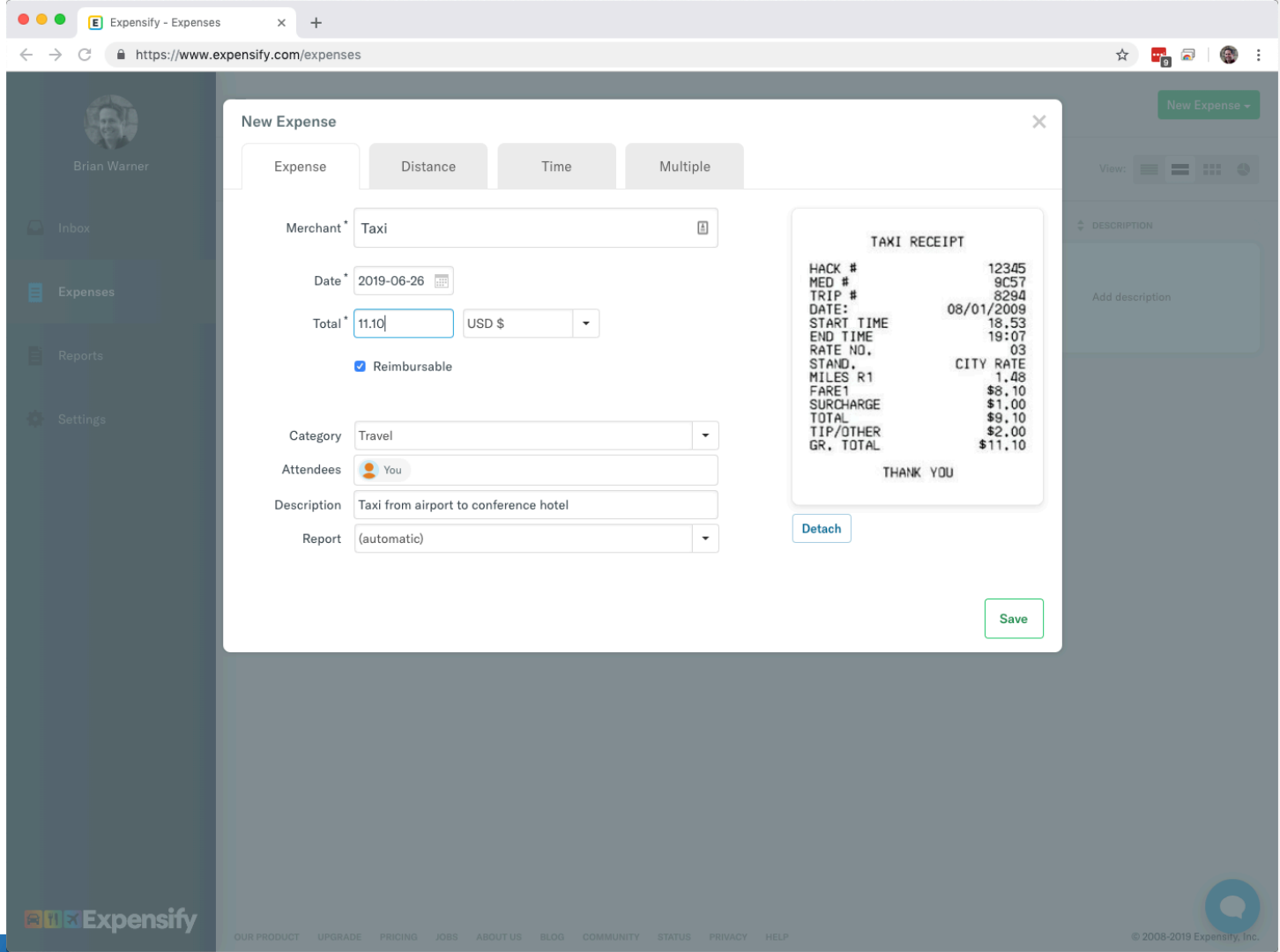
Disable auto-submit

- Go to “Settings” » “Policies” » “Individual” » “[…]’s Expenses” » “Reports”
- Set “How often expenses submit” to “Manually"



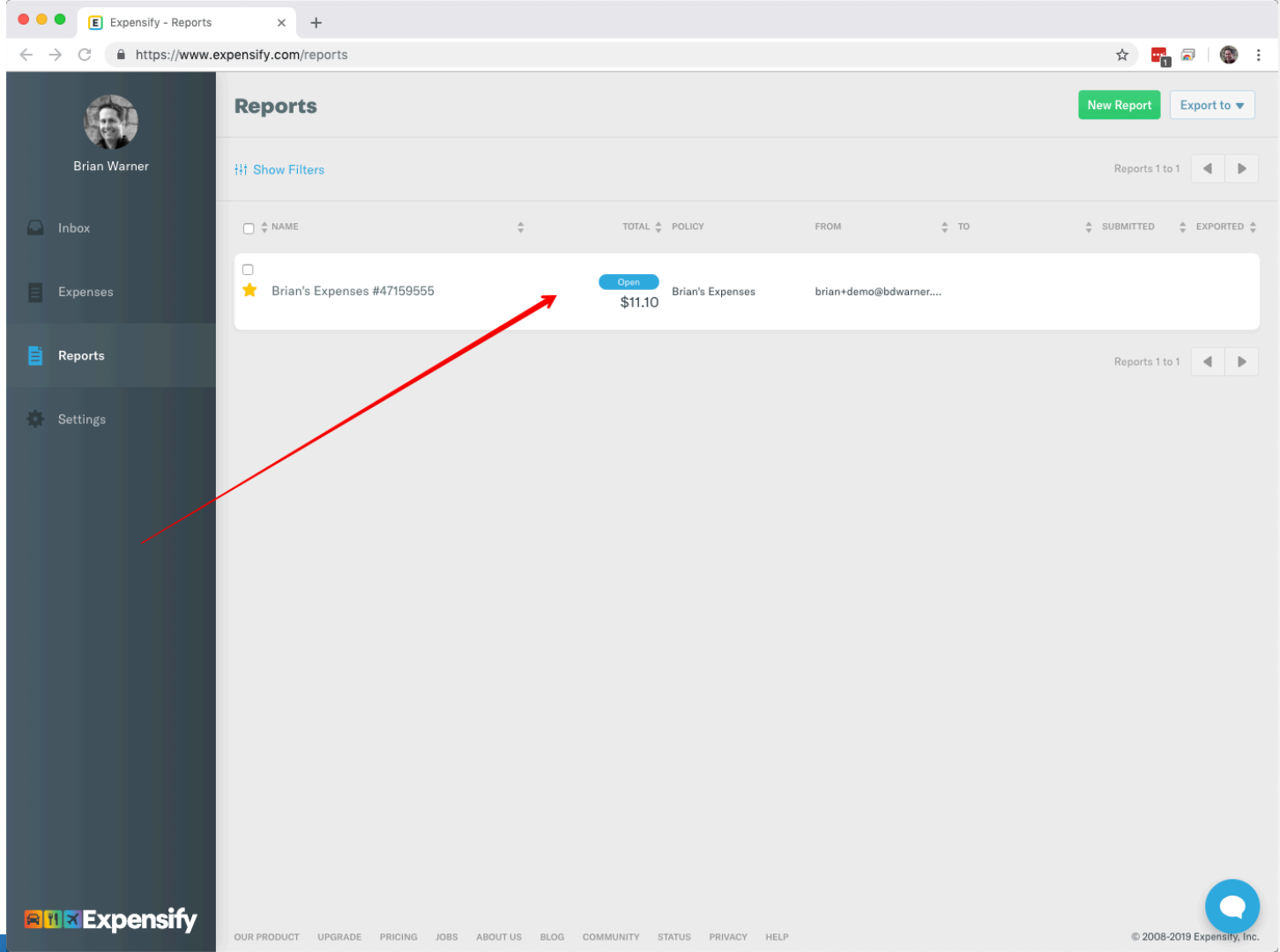
Add expenses

- From the Expenses tab, add your expenses with as much detail as possible.
- Make sure to use the right date, local currency, category, and description. Report should be (automatic).
- Note that you can also download the Expensify app and do this during your travel.



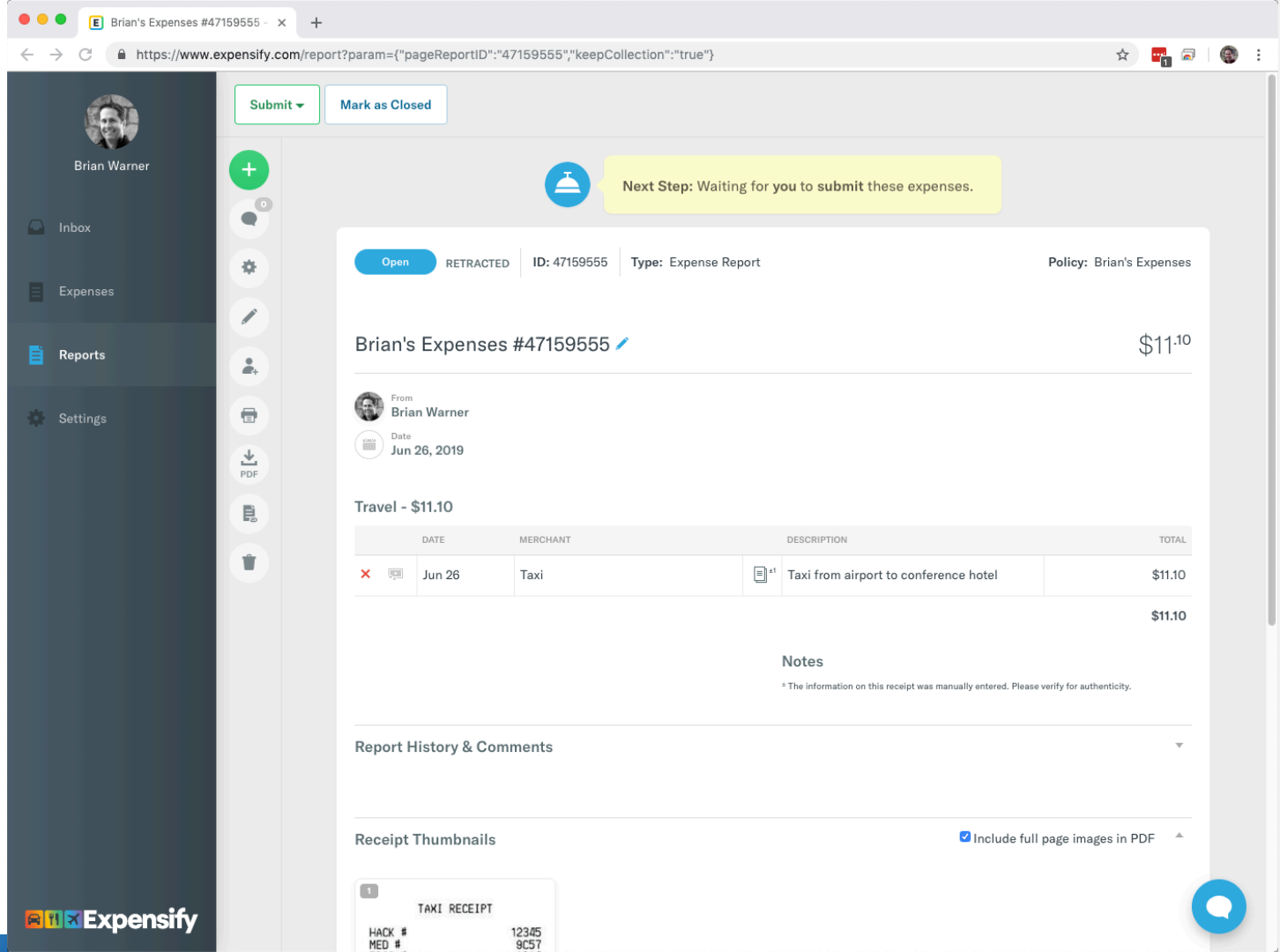
When you are done

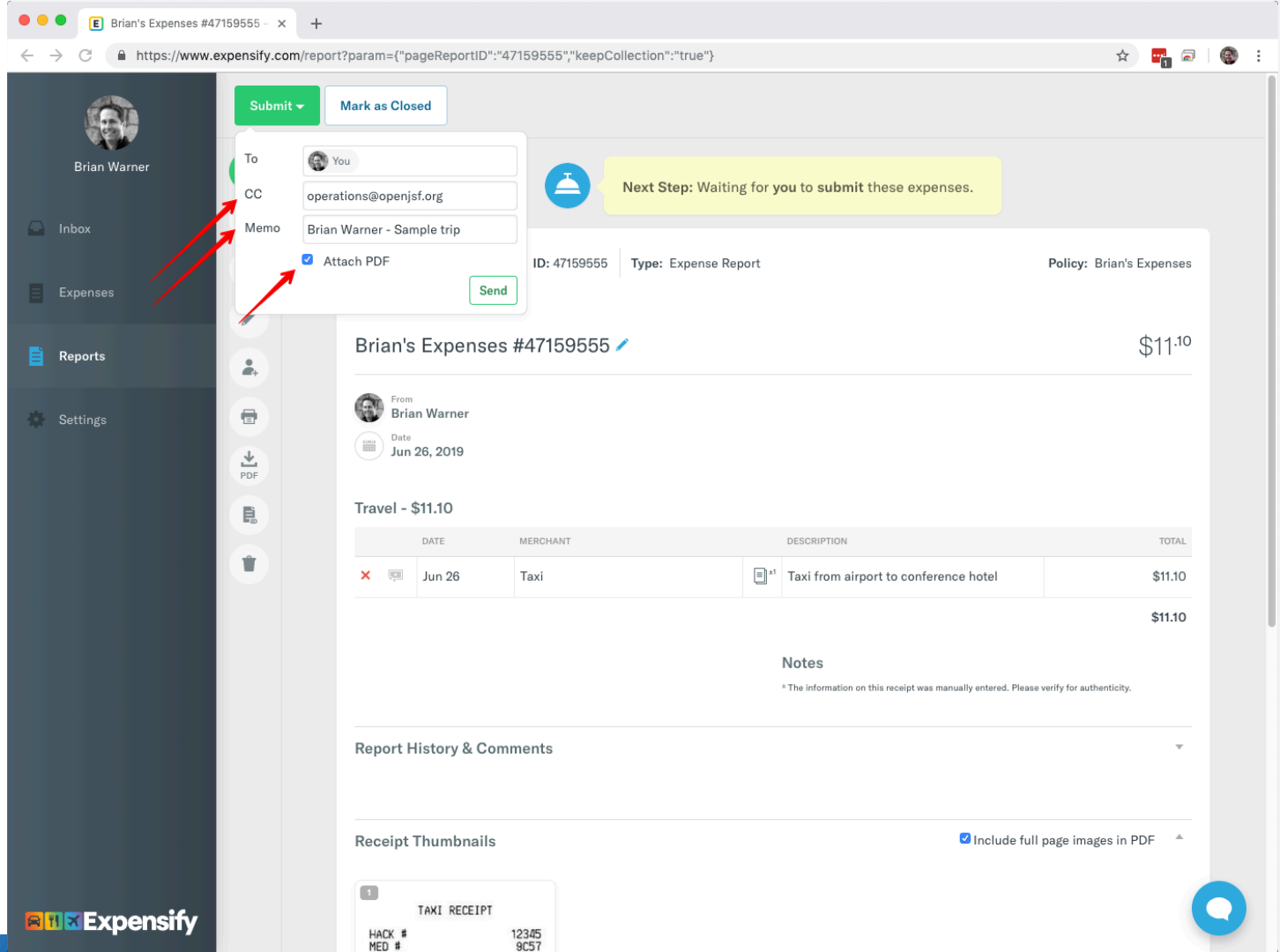
- Go to the Reports tab, and open the report report.



Review and submit

- Review your expenses.
- Make sure all expenses have a receipt attached.
- Make sure currencies are all correct (e.g., using local currency as on the receipt).



Submit

- CC: operations@openjsf.org
- Set Memo to “[Your name] - [trip name]”
- Select “Attach PDF”
- Press “Send”
- Note: you can reopen a report if you send it too soon.