



River Valley Child Development Services Policy

Travel		
Dates Reviewed:	Dates Revised:	Dates Approved by BOD: 8/18/2022
Effective Date: 9/18/2022		

1. Policy Statement

River Valley Child Development Services, hereinafter referred to as RVCDS, has established a travel policy that governs allowable travel for individuals who are authorized to be reimbursed, or receive a cash advance, for travel expenses by RVCDS. The travel policy includes all business-related travel in-state and out-of-state and excludes international travel, which is prohibited.

2. Purpose for Policy

To establish an accountable plan for cash advances and reimbursement of travel expenses to travelers, which allows the reimbursement to not be classified as income for the traveler and allows RVCDS to reimburse travel expenses in compliance with applicable laws and regulations.

3. Policy Applies to:

- ✓ Employees
- ✓ Board of Directors
- ✓ Consultants
- ✓ Vendors
- ✓ Anyone else authorized to be reimbursed or receive a cash advance for travel expense by RVCDS

4. Related Agency Policies

- Safe Driver

5. Related Documents and Forms

- Expense Reimbursement Process
- Mileage Log
- Travel Planning Form
- Travel Request Form
- Travel Expense Report
- Payment Requisition

6. Resources

- Code of Federal Regulations (CFR) – Title 2/Subtitle A/Chapter II/Part 200/Subpart E
 - 200.475 Travel Costs
- <https://www.gsa.gov/travel-resources>
- <https://www.gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-questions-per-diem>
- Department of the Treasury – Internal Revenue Service Publication 535 – Business Expenses

7. Policy Compliance

Employees not in compliance with this policy will be subject to discipline, up to and including termination.