

## River Valley Child Development Services

# Travel Policy Procedure

Effective: 11/20/2013

**All supervisors must review these procedures and demonstrate how to fill out the travel reimbursement forms with their employees before the employee travels for the first time.**

### Forms:

All forms noted below can be found in the employee section of [www.rvcds.org](http://www.rvcds.org). (Log on as an employee via the Employee login. Forms can be found under Human Resources, Transportation/Travel).

#### Transportation Reimbursement:

- Transportation Reimbursement Summary Page
- Transportation Reimbursement Detail Page

#### Other Travel Related Forms:

- Travel Acknowledgement
- Assignment Form
- Conference Scholarship Form
- Conference/Training Form (printed on pink paper)
- Direct Deposit for Travel Form
- Overnight Travel Form
- Travel Advance Form
- WV Census Statistical Areas

### Overnight Travel:

#### Conference/Training Attendance Planning

The Conference/Training Form must be completed by all employees and approved by their supervisor and the Executive Director 30 days prior to the registration due date (if applicable) or 30 days prior to the first day of the conference/training. This form is to be printed on pink paper when submitted.

#### Advances

RVCDS will advance 50% of the estimated cash expense amount as calculated on the Conference/Training Form. This amount can be found by adding the estimated expense of mileage, meals, and parking/tolls. The minimum allowable advance is \$25. Advances must be requested by using the Travel Advance Form, printed on light blue paper, and submitted with your Conference/Training Form.

### Registration for Conferences/Trainings

Registration fees will be paid for by the agency by check when possible. The registration form and requisition (payment- net 30 days) must be submitted with your Conference/Training Form at least 30 days prior to the registration deadline for the conference/training. The employee and supervisor will confer with the travel coordinator when needed to complete registration for a conference/training.

### Air Travel

All air travel arrangements are to be coordinated by the employee and travel coordinator.

A signed Travel Acknowledgement Form must be submitted with your Conference/Training Form. This signed form indicates that you understand that if you choose to not attend the function or if you are no longer employed by RVCDS on the travel date then you are responsible for reimbursing RVCDS the cost of the airfare or any non-refundable or non-transferable costs. Additionally, a signed Assignment Form must be submitted. This signed form indicates that you authorize RVCDS to take the cost of the airfare or any non-refundable or non-transferable costs out of your paycheck.

Additionally, fees for checked baggage will be reimbursed with receipt. The individual employee retains any frequent flyer or bonus miles.

### Lodging

In order to best utilize resources, employees within the same program are expected to share rooms when staying overnight. Employees will not be expected to room with someone to whom they may directly report. Any exceptions must be approved by the Executive Director. RVCDS will not reimburse for some expenses including, but not limited to, private rooms requested by the employee, personal telephone calls, movies, laundry/valet services, travel insurance, entertainment, or alcoholic beverages. In the state of WV, the employee will ensure that they have not been charged state tax for hotel stay before leaving the hotel.

### Incidental Charges

All hotels require that a credit card be placed on file for incidental expenses such as movies, room service, phone charges, internet, etc. Employees are expected to have a personal credit card or a pre-paid credit card for use at hotels when traveling. RVCDS discourages the use of debit cards for this purpose, as the hotel may put a hold on the debit card.

### Meals

The Federal Per Diem Rates set by the US General Service Administration and published every year on October 1 ([www.gsa.gov](http://www.gsa.gov)) will be used to determine the reimbursable rate for meals. Because the federal Per Diem includes \$5 incidental expenses (M & IE), your daily allotment will be \$ 5 less than what is shown. For example Morgantown (M & IE) is \$54; your daily allotment will be \$49. This will take effect October 1, 2018. Refer to the meal breakdown when only eligible for partial days reimbursement.

Itemized receipts are required for any meal to be reimbursed. Multiple receipts may be submitted for a single meal reimbursement. For example, while at a conference you go to the mall across the street, eat at Subway and then stop at Starbucks for a coffee to take back to the conference. Both receipts can be added together to make your total for lunch reimbursement.

Alcohol will not be reimbursed under any circumstances. Gratuity will be reimbursed at a maximum rate of 15% of the subtotal of the bill. No additional gratuity will be reimbursed in the event that the restaurant automatically adds gratuity to your bill or if room service is utilized by the employee and the hotel automatically adds the gratuity and delivery fee to the receipt. . If 18% gratuity is automatically added due to the party size, it will be reimbursed.

The following examples will show what meals are eligible to be reimbursed depending on your travel schedule.

- If an employee leaves in the morning and returns that evening (no overnight stay), no meals are reimbursed.
- If an employee leaves between 6:00 AM and 12:00 PM and spends that night out of town, lunch and dinner are reimbursed.
- If an employee leaves between 12:00 PM and 6:00 PM and spends that night out of town, only dinner is reimbursed.
- If an employee leaves after 6:00 PM and spend that night out of town, dinner is not reimbursed.
- If an employee returns before 12:00 PM, only breakfast is reimbursed.
- If an employee returns before 6:00 PM, breakfast and lunch are reimbursed.
- If an employee returns after 6:00 PM, breakfast, lunch and dinner are reimbursed.
- If a meal is provided at the hotel or conference/training, a separate meal will not be reimbursed. For example, if lunch is provided as part of the conference/training then lunch will not be reimbursed if the employee chooses to eat elsewhere.

#### Working Meals

Employees should check with their Program Directors to determine whether or not a meal can be counted as a "working meal." This can be completed during the employee's pre planning of the conference/travel. A working meal is characterized by the employee's loss of choice in how his or her lunch break is spent. He or she must remain present in the working environment attending to work related tasks at hand. For example, if the meeting agenda indicates the employee must take part in work related activities, such as listening to a speaker while he or she eats his or her lunch, this is a working lunch. If an employee chooses to spend his or her lunch break socializing with his or her co-workers and it's not a requirement of the meeting/employer this is not a working lunch.

#### Personal Vehicles

Employees who are required to travel as part of their work are expected to have dependable transportation. RVCDS will not be responsible for renting vehicles for work related travel unless approved in advance by the Executive Director.

#### Mileage Allowance for Personal Automobile Use

The Executive Director will set the allowable limits for mileage on a periodic basis not to exceed the rate reimbursed by the WV Department of Health and Human Resources (WVDHHR). Program Directors must verify that mileage recorded is accurate.

#### Other Travel Expenses

Employees will make every effort to obtain a receipt for parking and travel by rail, subway, bus, metro, shuttle, taxi or other travel services such as Uber. At times when it is impossible to obtain



a receipt it will be considered a reimbursable expense if it meets all other conditions. Program Director, Executive Director or designee must approve this expense.

Employees have a financial obligation to keep expenses to a minimum and use resources to our best advantage including choosing the least expensive mode of transportation. When it is cost effective several employees will travel together. For example: to/from airport and to/from meetings/trainings.

RVCDS will not reimburse employees for personal items including, but not limited to toiletries and personal care items.

For work related travel, it is highly recommended that each employee possess a valid credit card to use in the event of an emergency. For those employees identified as "frequent travelers" in their job descriptions, it is required that they possess a valid personal credit card.

#### Overnight Travel Reimbursement

Reimbursement for overnight travel is contingent upon resource availability and budgetary restraints. Overnight Travel Forms must be approved by supervisor and forwarded to accounts payable within 5 days after completing travel. Overnight travel reimbursement forms submitted later than 30 calendar days after the due date may not be honored. Travel within the metro area is reimbursed for overnight travel.

#### Monthly Travel

##### Mileage Allowance for Personal Automobile Use

The Executive Director will set the allowable limits for mileage on a periodic basis not to exceed the rate reimbursed by the WV Department of Health and Human Resources (WVDHHR). Program Directors must verify that mileage recorded is accurate.

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##### Metro Area

The WV Census Statistical Areas document will assist the employee in determining metro area by the location of their office. Please use the chart below to determine if mileage is reimbursable for travel within your metro area.

| Travel Begins              | Travel Ends   | Reimbursable?                         |
|----------------------------|---|---------------------------------------|
| Employee's home            | Site within the metro area of location of employee's office | No- considered commute to work        |
| Employee's office          | Site within the metro area                                  | Yes                                   |
| Site within the metro area | Employee's office   | Yes                                   |
| Site within the metro area | Employee's home   | No- considered commute home from work |
| Employee's home or office  | Site outside of metro area                                  | Yes                                   |
| Site outside of metro area | Employee's home or office                                   | Yes                                   |

#### Other Travel Expenses

Employees will make every effort to obtain a receipt for parking. At times, when it is impossible to obtain a receipt, it will be considered a reimbursable expense if it meets all other conditions. Program Director, Executive Director or designee must approve this expense.

Employees have a financial obligation to keep expenses to a minimum and use resources to our best advantage including choosing the least expensive mode of transportation. When it is cost effective several employees will travel together. For example: to/from airport and to/from meetings/trainings.

RVCDS will not reimburse employees for personal items including, but not limited to, toiletries and personal care items.

#### Monthly Travel Reimbursement

Reimbursement for monthly travel is contingent upon resource availability and budgetary restraints. Monthly Travel Forms must be approved by supervisor and forwarded to accounts payable by the 6<sup>th</sup> of the following month. Monthly travel reimbursement forms submitted later than 30 calendar days after the due date may not be honored.

#### Reimbursement

All travel reimbursement is made via direct deposit. Employee is responsible for filling out a direct deposit form for travel and submitting it to the payroll department.

