

Bay Consortium Workforce Development Board

Policy Number: 16-05

Revised Date: November 7, 2018

Effective Date: May 5, 2017

Title: Bay Consortium Travel Advance and Expenditure Reporting Policy

PURPOSE

The Code of Federal Regulations 2 CFR 200.474(a) states that travel cost “may be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip.” Travel charges must be consistent with those normally allowed in like circumstances under the non-Federal entity’s written travel reimbursement policy.

The purpose of this policy is to describe the administrative regulations set forth with instructions regarding the Bay Consortium Workforce Development Board’s (BCWDB) policy governing the filing of expenses and statements in connection with official travel for which the BCWDB pays. The BCWDB will reimburse and/or advance the BCWDB Staff or Board Member for the reasonable business expenses incurred or to be incurred while traveling on official BCWDB business.

REFERENCES

2 CFR 200.474(a)

POLICY

Advance Approval for Travel

1. *Out-of-City/Out-of-State Travel Requiring Overnight Lodging and/or Airline Transportation* - All BCWDB employee travel involving overnight lodging, out-of-state, and/or airline transportation shall be approved in advance by the Executive Director, and in the case of the Executive Director, approval shall be granted by the Executive Committee.
2. *Professional Meetings/Conferences/Conventions* - All attendance at professional meetings/conferences/conventions shall be approved in advance as above.
3. *Travel Advance* - For all travel requiring advance approval, a Travel Advance Form must

be completed and submitted for approval. An estimate of total expenses for the travel, including transportation, lodging, meals, registrations, etc., must be approved.

Form Completion

1. The Travel Advance Form is to be completed and approved in advance of travel.
2. Travel advance requests are to be signed by the employee making the request and approved by the Executive Director.

Transportation

1. *Method of Travel* - the least costly method of travel should be selected, taking into consideration the actual costs of transportation, the employee's time, meeting schedule and the cost of meals and lodging.
2. *Private Vehicles* - Out-of-Town Travel (Outside Official Work Base) - The BCWDB will pay for an employee's use of his/her private vehicle, if approved for business travel. The employee may be reimbursed for the mileage driven from the employee's base point or residence, whichever is less, at the current IRS standard mileage reimbursement rate. (<https://www.irs.gov/tax-professionals/standard-mileage-rates>)

Should an employee desire to use his/her private vehicle for out-of-town travel on BCWDB business, even if this is not the least costly method of travel, the employee can be reimbursed no more than the cost of the least expensive method of travel (i.e., air fare, etc.)

Lodging

1. *Hotels, Motels* - The BCWDB will pay for the BCWDB Staff or Board Member lodging expense. If a spouse accompanies the BCWDB Staff or Board Member, the BCWDB will pay only for the single room cost.

Meals

1. *Out-of-Town Travel (Outside Official Work Base)* - Meals excluding alcoholic beverages may be reimbursed.

To qualify for reimbursement for breakfast expenses, the traveler must, out of necessity, leave home before 6:30 a.m. To be reimbursed for dinner expenses, the traveler must be unable to return home by 7:30 p.m. This rule applies to all travelers, including those employees leaving and returning to their home on the same day. In order to claim any meals; breakfast, lunch or dinner; departure and arrival (return) time must be entered on the Travel Expense Report.

For BCWDB Staff or Board Member travel reimbursement for meals should not exceed \$35.00 per day. This is not an allowance, rather a reimbursement of expenses actually incurred. If no expense is incurred, no reimbursement is allowed.

2. *Tips* - Tips are recognized as a legitimate part of the cost of travel. All payments of this type should be kept to a minimum. Meal tips should not exceed a 20 percent rate.
3. *Parking Fees* - The BCWDB will pay for customary parking fees incurred on business trips.
4. *Registration Fees* - The BCWDB will pay for registration fees required for attendance at meetings.
5. *Telephone* - The BCWDB will pay for telephone calls made for BCWDB business and one "safe arrival" call.
6. *Tolls* - The BCWDB will pay for highway tolls paid for by a BCWDB Staff or Board Member on BCWDB business.

Travel Expenditure Reporting

1. *Travel Expense Report* - A Travel Expense Report must be filed and signed by the employee. This report should clearly indicate the business purpose for the travel.
2. Receipts should be submitted if possible with the Travel Expense Report for:
 - tolls, taxi, parking
 - airline, bus, train tickets
 - lodging
 - meals
 - registration fees
3. MapQuest or Google Map printout must be submitted for mileage reimbursement.
4. BCWDB reimbursement to BCWDB staff for use of personal vehicles for work duties at the current IRS standard mileage reimbursement rate. (<https://www.irs.gov/tax-professionals/standard-mileage-rates>).

Credit Card Policy

1. The BCWDB will maintain credit cards for the purpose of certain small purchases and/or expenses related to overnight travel and for long distance telephone expenses. The



Executive Director will be responsible for all credit card transactions. The Executive Director must pre-approve all such transactions.