

## TRAVEL POLICY

Effective Date: December 17, 2015

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**Background:** This policy is designed to provide travel reimbursement to LEOs and WDB Members while conducting official business for the Region VII Workforce Development Board.

**Policy:** It is the policy of the Region VII Workforce Development Board to authorize travel reimbursement to LEOs and WDB Members while conducting official WDB business for the Region VII Workforce Development Board.

- A. Allowable travel costs include: lodging, meals, transportation, taxi fares, registration fees, parking fees, baggage transfers, and bridge and toll charges.
- B. Personal mileage, which will be reimbursed at a rate not to exceed the State travel rate, may be claimed when using a privately owned vehicle. Reimbursement will be for actual mileage only as related to WDB business.
- C. Board members that represent a mandated partner will not be reimbursed for regularly scheduled board meetings and regularly scheduled WDB committee meetings. LEOs will not be reimbursed for attending regularly scheduled LEO meetings, WDB meetings, and WDB committee meetings.
- D. Travel conducted by LEOs and WDB members that are not regularly scheduled LEO or WDB meetings and conducted outside the region or outside the state may be reimbursed to the LEO, WDB Member, and WDB Staff Member at the prevailing location per diem rate.
- E. The WDB Director must approve all travel requests seven days prior to travel. However, mileage reimbursement for regularly scheduled board meetings and committee meetings does not require advance approval.
  - (I). All LEOs and WDB Members will utilize WDB Form 09 for travel approval when advance travel funds are requested.
- F. The cost of renting cars or other special conveyance in lieu of private transportation will be permitted when necessary to conduct official WDB business and privately owned vehicles cannot be used.
- G. Commercial airline travel shall be coach or tourist rate. Receipts must be provided for reimbursement. Should an individual have to use a private vehicle in lieu of commercial airfare, the reimbursed cost for travel cannot exceed the lowest cost of the roundtrip airfare.

- H. There will be no out-of-state travel unless specifically approved by the WDB. The traveler must ensure request for travel is submitted in a timely manner for approval by the WDB seven days prior to travel.
- I. In state travel per diem will be reimbursed at the current state per diem rate. Out-of-State travel per diem will be based on the prevailing Federal Per Diem Rate for that state.
- J. Reimbursement for meals and incidental expenses will be adjusted as follows:
  - a. On the day of departure, the individual will receive 100% of the meal and incidental expense rate for that day if the individual leaves prior to 7:00 am and 12:00 pm; the individual shall receive 85% of the meal rate and incidental expense rate for that day. If the individual leaves after 12:00 pm, the individual will receive 60% of the meal and incidental expense rate for that day.
  - b. On the day of return, the individual shall receive 100% of the meal and incidental expense rate for that day if the individual arrives home after 6:00 pm. If the individual arrives between 12:00 pm and 6:00 pm, the individual shall receive 40% of the meal and incidental expense rate for that day. If the individual arrives between 7:00 am and 12:00 pm, the individual shall receive 15% of the meal and incidental expense rate for that day. If the individual arrives home before 7:00 am, the individual will receive no reimbursement.

**Reimbursement:** Reimbursement for authorized travel expenses will be conducted upon proper completion and submission of a WDB Travel Reimbursement Form (WDB Form 10). Required receipts include: lodging, parking, transportation (taxi, air, etc.), registration fees, bridge tolls and road toll charges. Should an individual not provide the proper receipt(s), reimbursement will not be allowed.

**Expiration:** Effective until rescinded, in writing, by the Region VII Workforce Development Board.



T.J. Van Meter, Executive Director

12/17/15

Date



Kathy Mason, Chairperson Region VII WDB

12/17/15

Date