



TITLE: TRAVEL & EXPENSE REIMBURSEMENT

PURPOSE

The policy clarifies allowable travel and business expenses and the process for reporting credit card expenditures, and applying for reimbursement.

POLICY

A Rogue Workforce Partnership (RWP) business credit card should be used whenever possible to cover travel and other business-related expenses. In instances when this is not a viable option, personal resources may be used and a Reimbursement Request form (Attachment A) submitted for reimbursement. Prior approval must be received for reimbursement to be allowed (with the exception of mileage).

The traveler is responsible for complying with the Travel and Expense Reimbursement policy at a reasonable level of service and comfort at the lowest possible cost. Travelers must submit any approved Credit Card Expenditure form (Attachment B) or Reimbursement Request form, along with the appropriate receipt(s) and meeting/event documentation/agenda and attendance at meeting (if appropriate), within 10 days following the completion of the trip or incurring the expense.

MILEAGE

Local travel for official purposes is reimbursable, and shall begin and end at the assigned work location. Travel must be the most direct route. Travel from an employee's home to and from the employee's assigned work location is not reimbursable.

Because business travel will require the use of the employee's personal vehicle, personal auto insurance of at least the minimum amount required by the State of Oregon will be required. A copy of the coverage summary page of your auto insurance policy, as well as a copy of your driver's license, must be provided to the Accounting Specialist for the file.

The request for mileage reimbursement will be submitted monthly with the monthly timesheet.

Mileage is reimbursed at the federally approved rate, which may be found at <https://www.irs.gov/tax-professionals/standard-mileage-rates/>. For longer trips (farther than 150-200 miles), employees have the option of either using a rental car or their own personal vehicle. Before this decision is made, the Accounting Specialist will complete an "Assessment of Driving a Personal Car vs Rental Car" (Attachment C) in order to determine the maximum that will be reimbursed.

Since RWP has the appropriate insurance coverage for hired vehicles driven on company business, no reimbursement will be provided for any additional insurance through the rental car company.

MEALS

The cost of meals will be reimbursed according to the following guidelines. An individual is considered on "travel status" from the time they start from, and return to, their assigned work location.

- Breakfast – Staff must be on travel status for two hours or more before the beginning of their scheduled shift to receive reimbursement for breakfast.
- Lunch – No reimbursement is provided for lunch during non-overnight travel unless the employee is attending an official business meeting, the meal is an agenda item that is not included in the fee, and the cost and choice of having the meal were beyond the control of the employee.
- Dinner – Staff must be on travel status for two hours or more beyond the end of their scheduled work shift to receive reimbursement for dinner.

The maximum amount that will be reimbursed per meal is determined by the maximum allowed per meal and by location in the federal per diem allowance chart found at <https://www.gsa.gov/portal/content/104877>.

Both the detailed receipt listing items ordered, as well as the credit card receipt including tip, must be submitted with the Credit Card Expenditure or Reimbursement Request form. The cost for any alcoholic beverage and prorated tip must be deducted from the total cost.

LODGING

The maximum amount that will be reimbursed for lodging is determined by the maximum allowed by location in the federal per diem allowance chart found at <https://www.gsa.gov/portal/content/104877>.

A detailed receipt must be submitted with the Credit Card Expenditure or Reimbursement Request form. The cost of any alcoholic beverage or personal expenses (such as cable fees, internet costs, or pay-per-view, etc.) must be deducted from the total cost.

Lodging may be arranged and paid for by the Senior Projects Manager, if the employee desires.

A non-commercial lodging per diem may be used to reimburse travelers using their personal travel trailer, motor home, tent, time-share, second home, or staying with friends or family, as long as it results in an economic benefit for RWP. Whether for short- or long-term travel, within or outside of Oregon, the daily per diem for all non-commercial lodging is \$25. It is intended that the non-commercial lodging per diem apply for any overnight stay away from home that does not take place in a commercial lodging establishment and which is provided by the employee. Even though an enterprise may have the appearance of a commercial lodging establishment (for example, an RV campground), the facilities are still reimbursed at a daily rate of \$25.

AIRLINE TRAVEL

If airline travel is required, all staff will fly coach class unless the difference is paid with the traveler's personal funds. Fees incurred for baggage that would be appropriate for the length of stay will be reimbursable.

Airline and conference fees may be arranged and paid for by the Senior Projects Manager, if the employee desires.

NON-REIMBURSABLE EXPENSES

Expense items not reimbursable under this policy:

- Parking tickets or other fines
- Alcoholic beverages
- Delinquency fees / finance charges for personal credit cards
- Excess baggage charges
- Expenses for travel incurred by companions / family members
- Expenses related to vacation or personal days while on a business trip
- Loss / Theft of personal funds or property / Lost baggage
- Avoidable "No-Show" charges for hotel or car service
- Non-compulsory insurance coverage
- Rental car upgrades
- Mini-bar charges

This is not an exhaustive list. If there is any question about whether or not a particular item is reimbursable, the final decision shall be made by the Executive Director.

Approved by: _____



Date: _____

4-5-19