

PEOPLES'S PLACE

Travel Expense / Mileage Reimbursement Policy

Approved By: Board of Directors
Review/Revision Date: 8/01/2009

I. PURPOSE

The purpose of this policy is to ensure that employees traveling on approved agency business are compensated for legitimate travel expenses and that adequate documentation of these expenses is maintained for funding sources.

II. POLICY STATEMENT

It is the policy of People's Place to compensate employees for bonafide expenses while traveling on official business.

III. APPLICATION

This policy applies to all People's Place staff and volunteers.

IV. DEFINITIONS

- A. Business travel - approved employee travel on behalf of the agency including out-of-state workshops and conferences.
- B. Business expense - approved expenses related to business travel including meals, mileage reimbursement, parking and tolls.

V. STANDARDS

- A. Approval must be obtained in advance in order to receive reimbursement for travel expenses while on agency business.
- B. Employees on overnight approved agency business will be reimbursed for meals, (**No reimbursement will be allowed for alcoholic beverages**), mileage, public transportation, parking and tolls. All overnight travel expense reimbursement shall be limited to the established federal per diem guidelines. Employees must obtain itemized receipts for all expenses and submit for reimbursement or reconciliation within three business days of return. **No reimbursement will be given without receipts.**
- C. An authorized agency representative will make arrangements for any necessary hotel rooms and air, train, or bus travel. Every effort shall be made to keep costs within a reasonable limit.
- D. Cash advances for meals and incidental expenses may be granted with approval of supervisor and will be based on the established federal per diems. If submitted receipts are less than the cash advance received then the employee must refund the difference.

V. STANDARDS (continued)

- E. Mileage expense for the agency will be reimbursed at a standard rate per mile for employees using their own vehicle for any mileage over and above travel to the standard assignment work location of the employee.

VI. PROCEDURES

FOR TRAVEL EXPENSES

Individual Responsible

Action

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| Employee | 1. Submits request for anticipated travel expenses to supervisor for approval. |
| Supervisor | 1. Approves or denies anticipated travel expenses and sends to their Supervisor for approval. |
| Employee | 1. Obtains receipts and submits receipts for reimbursement or reconciliation. |
| Supervisor | 1. Approves/denies reimbursement or reconciliation of expenses and forwards to Finance for payment to or from employee. |

FOR MILEAGE REIMBURSEMENT

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| Employee | 1. Submits request for reimbursement for mileage expenses on proper form to supervisor for approval. |
| Supervisor | 1. Approves or denies mileage expenses and forwards to Finance for reimbursement. |

VI. REFERENCES

- A. Per Diem Rates Publication available in Finance or on website (www.policyworks.gov/perdiem)
- B. Personal Vehicle Use Policy

VII. EXHIBITS

- A. Travel Reimbursement Form
- B. Mileage Reimbursement Rates