

SUBJECT: TRAVEL AND RELATED EXPENSE REGULATIONS

EFFECTIVE
DATE: 08-23-10 (replaces 09-16-09)

APPROVED BY:

Reviewed (no changes): 04-05-11 _____

Executive Director

POLICY

The McIntosh Trail Community Service Board will reimburse its employees for all allowable expenses, up to the current maximum amounts allowed for such expenses, incurred by the employee while traveling away from their official headquarters and homes. Travel includes all expenses for lodging, meals, use of personal vehicle, leased vehicles, or other costs incurred by employees in job-related activities. Such reimbursement will be in accordance with the Provider Manual for Community Mental Health, Developmental Disabilities, and Addictive Diseases Providers under contract with the Regional Board.

PROCEDURES

1. Mileage is reimbursable at 45 cents per mile to employees for trips made in addition to normal travel to and from work. Mileage should be calculated using the shortest distance rule which states that an employee is reimbursed from their official headquarters or their home, whichever is closest to the destination. Mileage incurred on days not included in employee's normal work schedule should be calculated from actual departure point. Each employee has one official headquarters, which is declared at employment. If an employee reports to another location other than their official headquarters, mileage will be reimbursed using the shortest distance rule. Mileage between an employee's residence and official headquarters will not be reimbursed unless the mileage involves a consumer emergency after the employee's regular work schedule. Mileage will be reimbursed for the most direct route only.

For those employees who regularly report to more than one work site in the same day, mileage should be recorded for those trips and is reimbursable using the shortest distance rule.

2. Meals will be reimbursed based on actual costs within reasonable limitation. Expenses for three meals at a rate of not more than \$36.00 per day (\$7.50-breakfast, \$9.00-lunch, \$19.50-dinner), to include tips and tax, will be considered reasonable. Charges for three meals, including tips and tax, in excess of \$36.00 per day or fewer meals in excess of above mentioned allowances will not be considered for approval unless accompanied by a supporting statement justifying the extra expense.

Receipts must be attached to travel reimbursement statement to qualify for reimbursement. Lack of receipts will result in non-payment of meals.

Employees may experience some high cost areas which cause them to exceed the authorized meal expenses. Should this occur, the payroll paraprofessional will refer to the federal per diem rates which is maintained in the payroll paraprofessional's office.

On one day trips, employees are entitled to reimbursement for breakfast expenses if they depart prior to 5:30 a.m. and for dinner expenses if they return later than 7:30 p.m. The noon meal is not reimbursable unless:

- a) If overnight lodging is incurred, you must attach receipts and an agenda.
- b) The employee attended a meeting that had at least a six (6) hour agenda. A copy of the agenda **must** be attached to the travel expense statement for reimbursement.

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PROCEDURES (Continued)

3. All travel vouchers are to be turned in on a monthly basis. Vouchers are due on the 15th of each month to be reimbursed on the 20th of each month. If an employee turns in a voucher after the 15th, the voucher will be reimbursed on the 20th of the following month. At year end, a memo will go out with a due date for vouchers to be turned in. Any voucher received after the due date with prior year dates will not be reimbursed.
4. Cellular Phone Use: Personal cellular phones used by employees for business purposes will only be reimbursed under the following circumstances.
 - a. This has been approved by your immediate supervisor as a necessity in the performance of your job duties.
 - b. An **itemized** bill is turned in with a travel voucher; all McIntosh Trail related calls are identified and sub-totaled on voucher in the space provided for telephone expenses.
 - c. Only roaming and minute charges will be reimbursed.
5. Overnight lodging should be secured at reasonable rates, taking advantage of government discounts when possible. Receipts must be attached. Failure to attach receipts will result in non-payment.
6. Out-of-state subsistence must also comply with intra-state rates and regulations and with prior approval by Executive Director.

Approval of Expense Statements

Expense statements will be approved by an individual's supervisor. Clinical and DD Director may delegate authority to approve expense statements within their sites. In DD Service Centers, the Center Director is authorized to approve expense statements. The Program Supervisor is authorized to approve travel within the area defined in the approved area organization chart.

Any variances above established limits of reimbursement must be approved by the appropriate individual at the Director level or above.

Audit of Expense Statements

The primary audit of expense accounts shall be made by the approving authority. The payroll paraprofessional will review travel expense statements for compliance with the Provider Manual under contract with the Regional Board.