

# PEOPLES'S PLACE

## Travel Expense / Mileage Reimbursement Policy

Approved By: Board of Directors

Review/Revision Date: 3/1/2023

### 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 for travel expenses while on agency business by the Associate Director or Executive Director.
- B. Employees on overnight approved agency business will be reimbursed for meals, beverages, mileage, public transportation, parking and tolls. No reimbursement will be allowed for alcoholic beverages. 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 Program Director, Associate Director or Executive Director 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**

TRAVEL EXPENSES/CASH ADVANCE FOR TRAVEL

<u>Individual Responsible</u>	<u>Action</u>
Program Director	<ol style="list-style-type: none"><li>1. Submits request for anticipated travel expenses, trainings including registration fees, hotel and per diem to Associate Director/Executive Director for approval.</li><li>2. If needed, request cash advance.</li></ol>
Associate Director/ Executive Director	<ol style="list-style-type: none"><li>1. Approves or denies anticipated travel expenses.</li></ol>
Employee	<ol style="list-style-type: none"><li>1. Obtains receipts and submits receipts for reimbursement or reconciliation.</li><li>2. Employees who receive cash advancement must return unspent balance to finance.</li></ol>
Associate Director/ Executive Director	<ol style="list-style-type: none"><li>1. Approves/denies reimbursement or reconciliation of expenses and forwards to Finance for payment to or from employee.</li></ol>

FOR MILEAGE REIMBURSEMENT

Employee	<ol style="list-style-type: none"><li>1. Submits request for reimbursement for mileage expenses on proper form to supervisor for approval.</li></ol>
Program Director/ Associate Director/Executive Director	<ol style="list-style-type: none"><li>1. Approves or denies mileage expenses and forwards to Finance for reimbursement.</li></ol>

**VI. REFERENCES**

- A. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- B. Personal Vehicle Use Policy

**VII. EXHIBITS**

- A. Travel Reimbursement Form
- B. Mileage Reimbursement Rates
- C. Request for Travel/Conference Attendance