

EMPLOYEE TRAVEL

SECTION (9)

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Purpose and Procedure:

The agency's travel policies apply to all AACS employees— and other personnel traveling on official AACS business — whose travel is authorized and funded under the agency's programs. Persons employed intermittently as consultants or experts who receive compensation on a lodging and/or per diem basis when actually employed and persons serving without compensation are included in this procedure. *[Revised April, 1994]*

- (1) **Travel Authority.** All travel must be authorized or approved by the Executive Director or by his/her designee.
 - An authorization shall be issued before a traveler incurs travel expenses, and the travel to be performed must be specified, unless circumstances prevent such action
 - Travel outside the seven county Green River area (or the Green River and Pennyriple area for Head Start-related travel) may not be taken unless properly authorized in advance
 - Odometer readings before and after travel, and destination and purpose of travel must be recorded on the travel reimbursement request form
 - Meal allowances for intra-area travel are non-reimbursable
 - Travel will be reimbursed based on the approved per diem rate schedule for "meals and incidental expense" (M&IE) in addition to actual lodging costs. (Exceptions may be made at the Executive Director's discretion for *high-rate* requirements that exceed the customary levels provided in the per diem schedule.) *[Revised April, 1994]*
 - Travel must follow regularly-traveled routes, unless the official necessity is established and is determined to be advantageous to AACS
 - Persons travelling on interrupted travel or by an indirect route must bear the extra expense.

- (2) **Out-of-Area Travel.** An employee shall be reimbursed for travel outside the area of his/her principal work station. Out-of-area travel and reimbursement requires the following:
 - A Request for Out-of-Area Travel form must be completed by the person who will travel and be approved by his/her supervisor and the Executive Director
 - Travel expenses claimed shall reflect lodging costs per diem (M&IE: meals, tips, etc.) and other allowable charges *[Revised April, 1994]*
 - An Out-of-Area Travel Expense Statement shall be prepared promptly upon the return of the traveler

- Lodging mileage and other-than-per diem travel expenses are reimbursed at actual costs; per diem ("M&IE") shall be reimbursed according to the agency's approved per diem standards (schedule). [*Revised April, 1994*]
 - Support documentation for claiming per diem shall be available, e.g., hotel bills; in addition, parking garage receipts, ticket stubs from common carriers and toll receipts must be attached to claims vouchers (Even if most expenses are covered by some other agency or source, the traveler *must* submit a copy of a room receipt or similar document to prove their attendance before *any* remaining expense can be charged to the AACS.)
 - Supervisory approval of all travel reimbursement claims
 - Reimbursement, if due, will be made by agency check
 - Travel claims for reimbursement should be submitted to the Finance Department within seven (7) days following the traveler's return
 - Any travel overpayment must be cleared, that is, repaid to the agency within seven days of the traveler's return; all overpayment returns shall be payable to the agency—preferably by personal check, and the amount due supported by the employee's completed Out-of-Area Travel Expense Statement.
- (3) **Out-of-State Travel.** All Out-of State travel must be approved by the Executive Director. Approval is granted only when he/she feels that the individual's attendance of the requested meeting/conference would be advantageous and beneficial to the agency. The employee must be capable of using and passing pertinent information gained at such meetings/conferences to other employees. A number of state agencies and departments require that they grant their approval prior to out-of state travel expenses being charged to their grants/contracts. The Executive Director will handle these on a case-by-case basis.
- (4) **Travel Forms.** Standard forms, approved by the Executive Director, will be used for all travel expense claims. Any recovery of the cost of travel by other methods is not allowed. Travel forms must show in detail the times of arrival and departure, and certain expenses (specified above) must be accompanied by receipts.
- (5) **Administrative Rules.** Additional procedural rules on how to complete travel forms, the prescribed per diem and mileage rates— as adopted and updated by the Board, and other directives within the scope of the foregoing policy are issued by the Executive Director. Those directives are issued in the form of "Operational Memorandums" and are filed in the *Operations Manuals*, which are placed in each AACS location.

Purpose of this Section:

Certain common terms have specific meaning relative to agency travel. Following are some of those terms commonly used when referring to agency travel:

- (1) **Reimbursable Expenses.** Travel costs which are limited to those expenses *essential* to transacting one's official agency business.

Examples of expenses which are *not* reimbursable are personal telephone calls, movies charged to one's hotel room, beverage bills and virtually everything other than those items listed below under "subsistence."

Also *not reimbursable* is mileage incurred by Head Start employees traveling to and from college classes. (See Section 13.6)

- (2) **Official Work Station.** The location of an employee's designated station of duty assignment.
- (3) **Employee Traveling Expenses.** Employees traveling on official business are expected to provide themselves with sufficient personal funds to cover their trip expenses.
- (4) **Leave of Absence While Traveling.** An employee's exact hours of departure from official duty and return to duty status while engaged in official travel must be shown on a travel voucher.
- (5) **Use of Government-Owned or Leased Transportation Equipment.** All government-owned or leased transportation equipment (vehicles) shall be limited to essential official purposes and are *not* available for private use.
- (6) **Subsistence.** Basic living costs while on official travel. "Subsistence" costs are generally limited to room, meals, and reasonable tips.
- (7) **Per Diem Schedule.** The agency adheres to the federal Government Travel Regulations per diem schedule (M&IE: meals and incidental expense). However, some state-funded programs restrict their funded personnel, by contract, to the state (Kentucky) per diem schedule. *[Revised April, 1994]*
- (8) **Travel Time.** *[Added April, 1994]* See the "Work Schedule" policy provisions in Section 2.10, subsection 7. *[Also: Section 3.3 (13) in the "Overtime" section.]*

Purpose of this Section:

AACS reimbursement allowances are based on the federal Governmental Travel Regulations and directives approved by the Board of Directors.

Reimbursement for official travel and/or travel expenses is based on expenses incurred in travel on behalf of the agency. That includes the following expenses:

- (1) **Private Conveyances (Automobiles, Motorcycles, etc.).** Odometer readings shall be recorded at one's departure and return to their official work station. These are recorded on the AACS Travel Log; the reason for travel must be indicated and the voucher shall be signed by his/her supervisor in order for a traveler to receive reimbursement.
- (2) **Common Carriers (Taxis, Limousines, and Similar Conveyances).** Reimbursement for taxi or limousine fares from a common carrier terminals to or from the place of lodging or business will be allowed only if advantageous to AACS and not in excess of the approved limits for federally-funded grantees. When two (2) or more employees are traveling by the same means, the name(s) of accompanying person(s) must be stated on the travel voucher(s) if one party paid taxi/limo fees for both/all travelers.
- (3) **Miscellaneous Reimbursements.** Expenses for parking fees, ferry fares, and bridge/road/tunnel tolls will be allowed and receipts must be attached to the travel voucher. The fee for parking an automobile at a common carrier terminal or other parking area while the traveler is away from his/her official station will be allowed only to the extent that the fee, plus the allowable mileage reimbursement to and from the terminal or the parking fee does not exceed the estimated cost for the use of a taxicab to and from the terminal. The use of rental vehicles may be reimbursed, but prior clearance to rent a vehicle for agency business use must be obtained in advance from the Executive Director.

Purpose of this Section:

Subsistence expense normally includes all charges for meals, lodging, fees and tips to food servers and hotel staff. These are reimbursable as per diem expenses. Lodging does not include accommodations on airplanes, trains, or steamers.

Subsistence costs are factored into the federal per diem rates employed by the agency. Any claims in excess of the prescribed per diem rates for each given city must be approved by the Executive Director. *[Revised April, 1994]*

Non-subsistence expenses may also be reimbursed to the traveler to the extent that costs were actually incurred and for which documentation is provided by the traveler.

These include transportation expenses by personal vehicle or common carrier. Business related telephone/fax/telegraph, copier, and other allowable business-related expenses only may also be reimbursed upon proper documentation.

Purpose of this Section:

Agency business travelers may receive advancements of agency funds to help offset the costs of required travel. Travel advances are subject to regulatory limits and must be cleared within seven (7) days of a traveler's return to his/her official duty station.

Procedures:

- (1) Certain requirements and limitations apply:
 - Advancements will be approved only on the basis of the traveler's financial need for an advance of funds
 - A traveler may receive only eighty percent (80%) of his/her projected trip expenses for per diem and transportation costs
 - "Advancements" include the traveler's use of the agency credit card(s) for which copies of *all* charges made must be submitted immediately upon the traveler's return
 - Advancements must be reconciled to the traveler's actual allowable claim immediately upon his/her return from travel; any overpayment must be repaid to the agency within seven (7) days of the return.
- (2) The traveler must submit a timely, properly completed and approved Request for Travel Advancement to the Finance Department in order to receive a travel advance.
- (3) The traveler must submit within seven (7) days of his/her return from travel an Out-of-Area Travel Expense Statement detailing his/her reimbursable expenses; all required supporting documentation must be attached.
- (4) The traveler's claim must be reconciled against the travel advancement (whether by check or credit card charge.) Underpayments (advance amount relative to actual reimbursable claims) will be paid in the agency's normal "payables" cycle; overpayments received by travelers must be repaid to the agency by the traveler in cash or, preferably, by personal check.
- (2) Failure to submit timely close-outs on travel advancements and clearing travel advancement overpayment(s) will result in disciplinary and/or legal action. Funds advanced but, in effect, not due to the traveler remain federal/state funds, not the property of the traveler.