

NORTHERN AREA LOCAL WORKFORCE DEVELOPMENT BOARD (NALWDB) ADMINISTRATIVE
DIRECTIVE

NO.

EFFECTIVE DATE:

SUBJECT: TRAVEL REIMBURSEMENT POLICY

PURPOSE.

This policy establishes a detailed and federally compliant process for the payment of reasonable and necessary travel costs incurred by Board Members and Administrative Staff of the Northern Area Local Workforce Development Board (NALWDB) while carrying out official Board duties. This policy ensures compliance with the Workforce Innovation and Opportunity Act (WIOA), 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), and applicable New Mexico Administrative Code (NMAC) regulations.

DEFINITIONS.

Board Member: A nominated and sworn-in representative serving on the NALWDB.

Board Staff: A staff person employed by the NALWDB.

Travel Reimbursement: Payment for allowable and documented expenses incurred while performing authorized NALWDB business.

Travel Authorization Packet: Required pre-travel form including event details, justification, estimated costs, and necessary approvals. (Attachment A).

POLICY SCOPE AND LEGAL BASIS

This policy aligns with the following regulations:

- WIOA of 2014
- 2 CFR 200.303, 200.302, 200.403, 200.432, 200.474, 200.475
- 41 CFR 301
- 1.5.9 NMAC (Per Diem and Mileage)
- 2.2.2 NMAC (Audit Rule)

POLICY.

TRAVEL PROCEDURES

1. Pre-Travel Authorization

- All travel must receive prior written authorization before any expenses are incurred. Travelers (staff and board members) are required to complete a Travel Authorization Form, which includes the purpose of travel, estimated expenses, travel dates, and applicable funding sources. Once completed, the traveler submits the form to the Financial Specialist.
- The Financial Specialist reviews the form for completeness, verifies budget availability, and records the request in the agency's internal travel log maintained on the secured NALWDB shared drive. The travel log is used to track all travel authorizations and maintain documentation for audit and compliance purposes.
- Any travel outside of the NALWDB service area or requiring overnight accommodations requires a Travel Authorization Packet to be completed by the traveler and submitted to the Executive Director at least 10 days prior to travel. Travel reimbursement for mileage in personal vehicles to DWS meetings in Albuquerque does not require pre-authorization.
- All Travel Authorization Packets may be approved by the Executive Director if, in the determination of the Executive Director, the travel expense is within the Board-approved budget, the travel falls within the purpose of the federal grant, the Travel Authorization Packet is complete, meets the requirements of this travel policy, and will not result in disallowed costs.
- Final approval authority for travel is as follows:
- For staff travel, either the Executive Director or Operations Manager may approve.
- For board member travel, the Executive Director or Board Chairman may approve.
- Upon approval, the signed Travel Authorization Form is retained in accordance with federal record retention requirements. No travel arrangements may be made until written approval has been obtained.

2. Booking and Payment

- If a Travel Authorization Packet has been approved by the Executive Director, the Financial Specialist may prepay conference registration fees, hotel accommodations, and airfare on behalf of the traveler. The Financial Specialist coordinates and processes the booking and payment of these items upon receipt of the approved Travel Authorization Packet.
- All other travel-related expenses (such as meals, parking, baggage fees, mileage, etc.) are reimbursed post-travel. To receive reimbursement, the traveler must submit a completed Travel Reimbursement Form along with original itemized receipts. Reimbursement requests are reviewed by the Financial Specialist to ensure compliance with allowable costs, grant requirements, and supporting documentation standards.

Tracking and Documentation:

- All approved Travel Authorization Packets are maintained as part of the payment voucher files by the Financial Specialist.
- The Financial Specialist records and tracks all prepayments and reimbursements within the NALWDB internal finance tracking system (secured shared drive).
- Documentation is retained in accordance with federal record retention requirements to ensure audit readiness.

Process Consistency:

- This process applies equally to both staff and board members.
- The Financial Specialist is responsible for processing and booking all conference registrations, hotel accommodations, and airfare once approved.

3. Reimbursement Process

Reimbursement Process

- The traveler must submit a completed Travel Reimbursement Form, along with original itemized receipts and all required documentation, to the Financial Specialist within two (2) weeks of travel completion. Reimbursement requests submitted after this timeframe may be denied unless a written explanation and approval from the Executive Director is provided.
- No travel advances are permitted under this policy.

Tracking and Documentation:

- The Financial Specialist logs all submitted reimbursement requests and verifies that required documentation is complete.
- All reimbursement documents are maintained as part of the Travel Voucher Packet, which serves as the official financial record.
- Documentation is stored in the secured NALWDB shared drive and maintained in compliance with federal record retention requirements.

Review and Approval:

- The Financial Specialist reviews all reimbursement requests to ensure that expenses are allowable, reasonable, and consistent with NALWDB travel policy, including verification that receipts do not exceed allowable per diem, lodging, or mileage rates as outlined by the New Mexico Department of Finance and Administration (DFA) and 41 CFR 301.
- After review, the complete Travel Voucher Packet is submitted to the Executive Director for final approval prior to processing.
- Upon Executive Director approval, the Financial Specialist processes the reimbursement payment.

Process Consistency:

- This reimbursement process applies equally to both staff and board members.

4. Fiscal Review Packet Requirements

- All travelers must submit a completed Fiscal Review Packet within two (2) weeks of completing travel. The Fiscal Review Packet must include the following required documentation:
 - Completed Travel Reimbursement Form (Attachment B)
 - Supporting itemized receipts for all reimbursable expenses
 - Proof of attendance (conference agenda, certificate of attendance, meeting sign-in, etc.)
 - Mileage documentation (Google Maps or equivalent mileage verification)
 - Lost Receipt Affidavit (Attachment C), if applicable (limited to a maximum of three (3) per calendar year)
 - Approved Travel Authorization Packet (if applicable)

Tracking and Documentation:

- The Financial Specialist is responsible for receiving, reviewing, and logging all Fiscal Review Packets.
- Fiscal Review Packets are maintained as part of the official Travel Voucher Packet and stored on the secured NALWDB shared drive in the Finance folder.
- All Fiscal Review Packets are retained in compliance with federal record retention requirements for audit and monitoring purposes.

Review and Approval:

- The Financial Specialist verifies that all Fiscal Review Packet components are complete and that claimed expenses are allowable, properly documented, and within policy limits.
 - The Financial Specialist checks that receipts do not exceed allowable per diem, lodging, or mileage rates as established by the New Mexico Department of Finance and Administration (DFA) and 41 CFR 301.
 - Once verified, the complete Fiscal Review Packet is submitted to the Executive Director for final approval.
 - Upon Executive Director approval, reimbursement is processed by the Financial Specialist.
- Process Consistency:**
- This process applies equally to both staff and board members.

5. Post-Travel Documentation

- Fiscal Officer and Executive Director will review all claims for compliance.

6. Compliance Monitoring

- All reimbursements are subject to audit and policy enforcement.
- Non-compliance may lead to disciplinary or corrective action.

SPECIFIC COST ITEMS:

NALWBD employees and board members engaging in activities funded through federal funding are subject to the GSA Federal Travel Regulations and any additional restrictions included below. All submissions for travel reimbursement must include the packet requirements listed above and the supporting documentation listed below.

Travel to Meetings and Local Offices

- **Mileage:** Mileage will be reimbursed at the NM state rate (1.5.9 NMAC) published by the Finance and Administration Cabinet. Mileage reimbursements must include a printed map from Bing, Google Maps or some other similar service showing the origin and destination of each traveled route accompanying the reimbursement form.
- **Overnight Travel and Travel to Conferences**
- **Conference Registration Fees:** May be prepaid or reimbursed with original payment documentation. In addition to receipts, attendees must document that the conference is fully relevant to grant related activity (for example, with a published agenda) and that the traveler attended (for example, with a summary report of the conference).
- **Car Rentals:** When an NALWDB employee or board member travels requires the rental of a car for transportation, a rental car at the lowest common rate – compact or economy – is the maximum allowable rate. If more than two employees or board members are travelling, a mid-size, standard, or full-size is allowable if necessary. Under no circumstances is pre-paid fuel allowable. The receipt is required for reimbursement.
- **Taxis or other for hire vehicles:** NALWDB employees or board members may be reimbursed for the usual fare plus tip for taxis and other for hire car services in accordance with 41 CFR 301-10.420 for transportation to and from airports, hotels and worksites that are necessary to complete eligible work. Receipts are required for reimbursement.
- **Per Diem Expenses:**
 - **Hotels –** NALWDB employees or board members should select the lowest rate possible and are limited to the lodging rate published by the GSA, unless:
 - The traveler is attending a conference, the conference includes a hotel with a rate for that conference and the Travel Authorization Packet is approved.

- The traveler has quoted three local hotels demonstrating that reasonable accommodations require exceeding the GSA rate and such circumstances have been approved by the Executive Director in the Travel Authorization Packet.
- If the lowest cost hotel of reasonable condition exceeds 300% of the GSA rate pre-tax, no reimbursements will be made above that level.
- receipts are required for reimbursement.
- Meals – Meals are allowable for any travel exceeding 12 hours in accordance with 41 CFR 301-10. Meals are reimbursed according to the GSA Meal and Incidental Expense (M&IE) rate. Meals provided for free or by a conference must be discounted against the daily M&IE rate.
- **Commercial Air Travel:** Airfare is restricted to the lowest unrestricted fare. The exceptions for rates other than main cabin provided in 2 CFR 200.475(e) and (f) or 41 CFR 301-10.103 do not apply. Upgrades (early boarding, seat selection) are not reimbursable unless medically necessary and pre-approved. Documentation must be maintained for all airfare purchases.
- **Parking:** Parking for the purpose of travel or business is reimbursable. Receipts are required.
- **Mileage:** Mileage will be reimbursed at the NM state rate (1.5.9 NMAC) published by the Finance and Administration Cabinet. Mileage reimbursements must include a printed map from Bing, Google Maps or some other similar service showing the origin and destination of each traveled route accompanying the reimbursement form.
- **Meeting Fees:** Board members may receive meeting fees to attend NALWDB Meetings and subcommittee meetings. The cost structure for these meetings is as follows:
 - \$45.00 for meetings under 4 hours or for virtual meetings.
 - \$95.00 for meetings lasting 4 or more hours.

CANCELLATION POLICY

- Travelers must cancel reservations timely to avoid penalties.
- If penalties are incurred due to failure to cancel appropriately, the traveler is personally liable.
- Federal funds may not be used for penalties or late fees.

STAFF TRAINING

- All Board Members and Administrative Staff must complete training on this policy.
- Training Date: DATE

BOARD APPROVAL DATE

- DATE

ENFORCEMENT AND MONITORING

Compliance will be monitored by the Executive Director and Fiscal Officer.

Non-compliance with travel policies will be reported to the Board and may result in disciplinary action, repayment obligations, or loss of travel privileges.

NOTE: All reimbursement rates are subject to annual updates based on the GSA and IRS standards.



NALWDB Board Chairman

DATE 6-30-25