



**NORTHERN AREA LOCAL WORKFORCE DEVELOPMENT BOARD (NALWDB)
ADMINISTRATIVE DIRECTIVE NO. 1, Revision 3**

EFFECTIVE DATE: October 22, 2019 _____

SUBJECT: TRAVEL REIMBURSEMENT POLICY

PURPOSE.

This policy establishes the process for payment of costs for reasonable and necessary expenses in the discharge of Board duties. This policy applies to all NALWDB Board members and NALWDB Administrative Staff.

DEFINITIONS.

Board Member: A private and/or private sector representative serving in the capacity of a nominated and sworn-in member of the Northern Area Workforce Development Board.

Administrative Staff: An employee of the Northern Area Workforce Development Board serving in the capacity of administrative staff for the NALWDB.

NALWDB Meeting: A properly noticed and convened Board or Committee Meeting, or a meeting (in-state and out-of-state) where a Board Member represents the NALWDB and has been authorized to do so by the Board.

Travel Reimbursement: The payment of approved expenses to Business Representative Board Members or Administrative Staff incurred while carrying out the duties and functions of a NALWDB or Administrative functions on behalf of the NALWDB.

NALWDB Travel Reimbursement Form: The form by which all reimbursements must be submitted (Attachment A).

Actual Expenses: Expenses incurred while traveling to and from an authorized NALWDB meeting; provided the meeting is outside a 35 mile radius from the Board or Administrative staff member's place of legal residence and is accompanied by detailed receipts. Actual expenses may include, but are not limited to, costs associated with:

- **Lodging and Meals:** All Board Members and Administrative Staff are encouraged to seek lodging first in hotels offering government and/or corporate rates. Board members or Administrative Staff incurring lodging expenses in excess of \$215.00 per night must obtain approval and signature of the Board Chair prior to incurring the expense. Meals are limited to a maximum of \$35.00 for in-state travel and \$45.00 for out-of-state travel for a 24 hour

period. When traveling to a designated high cost area as designated below, a maximum of \$55.00 per 24 hour period will be allowed for meal reimbursement.

- **Designated High Cost Areas:** Atlantic City, Chicago, Dallas/Ft. Worth, Los Angeles, Philadelphia, New York City, San Francisco, Washington DC and Santa Fe.
- **Other Expenses:** Costs associated or incurred for the use of the following: common carrier, airfare, train fare, car rental, gas for rental car, taxi or other transportation fares including parking fees.
- **Registration Fees.** Fees incurred for the registration of an authorized Board Member or Administrative Staff to attend approved WIA related conferences, trainings, seminars, workshops, etc. The Executive Director is directly responsible for approving attendance at workshops or conferences for Administrative Staff members. Prior Board approval for Board members attendance at WIA related conferences, trainings, seminars, workshops, etc. must be obtained.

Personally Owned Vehicle: A vehicle owned and operated by a Board member or Administrative Staff.

Meeting Day: The day on which a meeting is held. This does not include the day before or the day after the meeting even if travel is required on those days.

Personal Leave: Leave taken by a Board member or Administrative staff not reimbursed by the agency where the Board member or Administrative staff is employed. *Example: An agency, such as a private sector business, may not compensate time taken by the use of earned paid leave taken by the employee and may regard time taken as Leave Without Pay. If the attendee is not paid and/or compensated by the agency by the use of earned paid leave, this is defined as Personal Leave.*

Compensated Leave: Leave taken by a Board member or Administrative staff reimbursed by the agency where the Board member or Administrative staff is employed. *Example: Government Agencies compensate time taken by the employee by payment of paid annual leave. If the attendee has been paid and/or compensated by the agency through the use of paid leave, such as annual leave, this is defined as Compensated Leave.*

POLICY.

Eligibility Criteria for Board Member Travel Reimbursement:

1. Board members who are required to take documented Personal Leave from their place of employment to attend a NALWDB authorized meeting are eligible for travel/meeting reimbursement.
2. Board members, who are owner/operators of a private business and whose primary income is dependent on the business, are eligible for reimbursement of travel expenses when attending authorized NALWDB meetings.

Methods of Payment for Reimbursement:

1. **Reimbursement of Actual Expenses:** Reimbursement for Actual Expenses shall be submitted on a Travel Reimbursement Form with all original receipts attached supporting costs requested for reimbursement and in accordance with the Actual Expense Limitations as defined in this policy.

2. **Reimbursement of Registration Fees:** Reimbursement for authorized and approved Registration Fees shall be submitted on a Travel Reimbursement Form with required support documentation.
3. **Travel Advances:** Upon written request accompanied by a travel voucher, the Executive Director and/or Operations Manager or an authorized designee may approve a board member's or staff person's request to be advanced up to 80 percent of per diem rates and mileage cost or for the actual cost of lodging and meals and for other travel expenses that may be reimbursed. Requests for travel advances shall be submitted to the Fiscal Agent with sufficient amount of time process advancement request. If circumstances arise where travel is not taken after advancement is issued, the employee who received the advancement is responsible for returning the full amount within one business week.
4. **Mileage:** Reimbursement for mileage shall be submitted on a Travel Reimbursement Form. Mileage shall be reimbursed at the most current Federal Mileage Reimbursement Rate, which is provided by the NALWDB Fiscal Agent. Reimbursement for Mileage shall be for Mileage incurred on a personally owned vehicle of the Board member requesting the reimbursement. Mileage may be recorded using either a computer generated mileage report (MapQuest, Google, etc.) or odometer readings. The method used must be documented on the Travel Reimbursement Form.
5. **Meeting Fee:** Reimbursement for Meeting Fees shall be submitted on a payment request form. Board Members are entitled to a standard Meeting Fee of \$95.00 per Meeting Day in lieu of actual expenses for attending all Board or Committee meetings on that day.

Approval of Reimbursement for Travel: All requests for reimbursement of travel expenses will be processed by submission of a NALWDB Travel Reimbursement Form. Reimbursement requests submitted more than 90 days following the date(s) expenses were incurred will not be approved for reimbursement unless approved by the full Board or the Executive Committee.

Out of State Travel Approval: Out-of -state travel will not be allowed for Board members unless prior authorization is approved by the Board. Although out-of-state travel is general via air flight, the member may utilize their own personal vehicle and claim mileage if there is sound justification (i.e. medical reasons) for using their own personal vehicle. The Executive Director is directly responsible for approving out-of-state travel for Administrative staff.

Reimbursement for Other Expenses: Board members and Administrative staff may be reimbursed, without receipts, in the amount of \$6.00 per day for gratuities. Board members and Administrative staff may be reimbursed, with receipts for trip expenses such as taxi, parking fees, or other transportation fares, not to exceed \$30.00 per trip.

Receipts required: If claiming more than \$6.00 per day or \$30.00 per trip, all receipts must accompany the reimbursement claim.

Cancellation Provision: If a Board member or Administrative staff does not cancel travel or accommodation reservations, which may include registration fees, according to the cancellation provision(s) of the airline, hotel/motel and/or training venue and costs are incurred due to the cancellation, the Board member will be personally liable and responsible for the reimbursement of these costs to the NALWDB for said fees within 30 days of the date the fees were incurred. *NALWDB is prohibited from using federal funds for payment of late payment charges or penalties for late cancellation.*

Lost/Stolen Receipts: Reimbursement may be approved for allowable and reasonable costs when receipts have been lost or stolen through no fault of the person incurring expenses, such as lost luggage, stolen wallets/purses, etc. A submission of an affidavit for lost receipts will be required in lieu of the lost or stolen receipts.