

EMPLOYEE TRAVEL POLICIES

I. DEFINITIONS

- A. **Local Travel** – Trips of less than 200 total miles when overnight lodging is not required.
- B. **Non-Local Travel** - A trip of more than 200 total miles or overnight lodging is required.
- C. **Reimbursement Rates** - The rate in which expenses incurred while traveling will be reimbursed.
 - 1. Mileage -Costs for use of a privately owned vehicle will be 36 cents per mile.
 - 2. Meals and Incidental Expenses (M&IE) Allowance - Standard rate area:
High rate area:
Established by General Services Administration
 - 3. Lodging Expense Allowance - Actual lodging costs incurred up to the applicable ceiling price will be reimbursed.
- D. **Per Diem** - The amount paid to cover the cost of lodging, meals and incidental expenses, in lieu of paying actual costs.
- E. **High Rate Geographical Area (HRGA)** – Those areas designated by the General Services Administration where costs normally exceed the per diem rate. This includes most urban areas. A maximum reimbursement rate is established for each area.
- F. **Travel Status** - The time that an employee is traveling non-locally and for which expenses or per diem will be paid.
- G. **Travel Advance** - Funds advanced to an employee to pay expenses while on travel status.

II. LOCAL TRAVEL REIMBURSEMENT

- A. **Forms** - To receive mileage reimbursement for use of a privately owned vehicle, a local mileage reimbursement form (Attachment A) must be submitted to the fiscal office. This form shall be submitted with the time sheet at the end of the month during which the travel occurred. The starting and ending odometer readings, total miles traveled, and the reason for the trip (i.e., which account fund to charge the trip to) must be listed. The employee must sign, attesting to the accuracy, and the supervisor must sign, indicating approval for payment.
- B. **Use of Agency Vehicles** – Agency-owned vehicles, when available, should be used for travel. Employees choosing to drive privately owned vehicles when an agency vehicle is available may be denied reimbursement. Using personal vehicles when agency vehicles are available must have prior approval from the Executive Director.

C. Standard Mileage - Certain communities within the UMCHS service area are traveled to frequently and the distance between them well known. When traveling between the following communities, the listed standard mileage may be used and the starting and ending odometer readings omitted from the travel reimbursement form. If actual odometer readings are used, substantial variations from the standard should be explained on the reimbursement form. The Executive Director may disallow mileage over the standard if adequate justification is not presented.

Pendleton – Hermiston.....	60 miles round trip
Pendleton - Milton-Freewater	64 miles round trip
Irrigon - Boardman	25 miles round trip
Pendleton - Enterprise.....	218 miles round trip
Pendleton - John Day	254 miles round trip
Umatilla - Irrigon	15 miles round trip
Umatilla - Stanfield.....	26 miles round trip
Umatilla - Hermiston	14 miles round trip
Umatilla - Pendleton	74 miles round trip
Pendleton - Rufus.....	210 miles round trip
Heppner - Pendleton	145 miles round trip
Heppner - Hermiston.....	87 miles round trip
Hermiston-Boardman.....	50 miles round trip

D. Per Diem and/or Meal Costs - No per diem or meal costs will be reimbursed when an employee is traveling locally, even if such travel takes them away from their assigned duty station during the normal meal time.

E. Travel To and From Work - Mileage will NOT be paid for travel between home and work, except as noted below. Mileage incurred for agency-related business while traveling to and from home and work will be reimbursed on extra miles traveled.

Example - Travel from office in Pendleton to home in Hermiston (30 miles) and run errands around Hermiston for agency (3 miles). A three mile reimbursement would be allowed.

- F. **Travel to/from Staff Meeting and Local Required Training** - Staff that are paid travel time for these events are covered by SAIF. To limit the liability of the agency, staff will utilize the provided transportation. Staff that carries appropriate insurance coverage may be asked to be a car pool driver and will be reimbursed for their mileage in these instances.
- G. **Notification to Insurance Carrier of Work Use for Vehicle** - Staff who use their vehicle for work related business (home visits, shopping, etc.) need to notify their insurance carrier of that usage. The agency may require proof of insurance and liability limits.

III. NON-LOCAL TRAVEL

- A. **Prior Approval** - All non-local travel must be approved in advance by the Executive Director. This is accomplished by filling out a Travel Expense Report (pre-travel request - Attachment B). After the Executive Director approves the request, the white copy of the report is submitted to the fiscal office. The employee should retain the yellow and pink copies to be completed after returning from travel.
- B. **Travel Advance** - To receive a travel advance, the approved travel request (white copy) should be received by fiscal office at least three days before the day the advance is needed. Advances will be determined based upon (1) the length of time the employee is on travel status, (2) the area being traveled to, and (3) the motel costs. All travel prepaid by the agency on a public conveyance (airline, train, etc.) and all charges made with an agency credit card will be considered a travel advance. In no instance will an amount for mileage be advanced.
- C. **Reimbursement** - The same Travel Expense Report (yellow and pink copies) is used as a return travel form (Attachment C). After completing return travel information on the yellow and pink copies, the report should be filed with the fiscal office (not more than five working days after returning). The employee must sign attesting to the accuracy and the Executive Director must sign indicating approval for payment. Motel receipts, charge card receipts, and used public conveyance tickets must be attached. Receipts for meals and incidental expenses are not required.
- D. **Per Diem Regulations** - Per diem rates include a maximum amount for lodging expenses and a fixed amount for meals and incidental expenses. These rates are listed in a table updated regularly and can be obtained from the Administrative Services office. Staff is responsible for using the most current rate. No other rate can be reimbursed.
 - 1. **Maximum Lodging Expense Allowance** - The employee will be reimbursed for actual lodging costs incurred up to the applicable ceiling price. Receipts for lodging (which includes taxes) are required.

2. **Meals and Incidental Expenses (M&IE) Allowance** - The M&IE fixed allowance, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. It covers (1) meals, including tips and taxes, but excluding alcoholic beverages, entertainment and expenses incurred for other persons; (2) incidental expenses, including fees and tips to porters, bellhops, baggage carriers, maids, stewards, etc.; laundry and cleaning and pressing of clothing; transportation between lodging and places where meals are taken; and telegrams and telephone calls necessary to reserve accommodations. For partial days of travel, the M&IE rate shall be prorated according to the quarter system described below.

For computing per diem allowances, official travel begins at the time the traveler leaves the authorized point of departure, and ends when the traveler returns to an authorized point at the conclusion of the trip. The applicable maximum per diem rate for each calendar day of travel shall be determined by the travel status and location of the employee at 12:00 midnight as well as the requirement for lodging.

IV. TRAVEL OF MORE THAN 24 HOURS

- A. **Day Travel Begins** -- When lodging is required on the day of departure, the per diem allowable will be the actual lodging cost (not to exceed the prescribed maximum), and the prorated M&IE rate for the location of the lodging. When lodging is not required on the day of departure, there is no lodging allowance and the M&IE allowance is prorated, reflecting the rate at the point of destination.
- B. **Full Travel Days** -- When lodging is required, for each day in travel status, the traveler receives actual cost reimbursement for lodging (not to exceed the maximum), and the M&IE rate for the location of the lodging. When lodging is not required (such as when the traveler is in travel status overnight), the per diem allowance shall be the destination point M&IE rate only.
- C. **Day Travel Ends** -- For the day travel ends, the per diem allowable will be the M&IE rate applicable to the preceding day, prorated.

- V. **TRAVEL OF MORE THAN 10 AND LESS THAN 24 HOURS** - When the entire trip is less than 24 hours, the per diem will include the M&IE rate, prorated as below. If more than one location is visited in the period, then the highest M&IE rate should be used for the calculation. If lodging is required, then the rules for travel of more than 24 hours apply. Travel to agency sites during day trips, even if more than ten hours, (i.e., Wallowa Co., John Day) does not constitute a per diem allowance.

- VI. **TRAVEL OF LESS THAN 10 HOURS**- Per Diem allowance is not allowed.

VII. PRO-RATING THE M&IE RATE - In computing the per diem allowance for a partial day, the calendar day shall be the unit. For each 6-hour period (or fraction thereof at the beginning or end of a partial travel day) that the traveler is in travel status, one fourth of the applicable M&IE rate shall be allowed. Quarters are as follows:

First Quarter	12:01 a.m. -- 6:00 a.m.
Second Quarter	6:01 a.m. -- 12:00 p.m.
Third Quarter	12:01 p.m. -- 6:00 p.m.
Fourth Quarter	6:01 p.m. -- 12:00 a.m. (midnight)

Exception: If lodging is obtained after midnight when a traveler is en route to a location or stopover, the lodging shall be claimed for the preceding calendar day and the applicable maximum per diem shall be determined as if the traveler had reached the lodging location by midnight.

VIII. LODGING RATE- Total cost of lodging (room rates plus applicable taxes) must be included on the return travel form, even if the room (s) were prepaid or charged to an agency credit card. Motel receipts must be turned in with the return travel form.

- A.** Non-high rate area - actual reasonable cost of the room will be paid. This can be averaged over the number of nights an employee is on travel status.
- B.** High-rate area - The lodging is added to the other expenses being reimbursed to determine if the maximum rate has been exceeded. Costs cannot be averaged over the time on travel status.
- C.** Groups - When a group of employees is attending the same function, the total daily lodging costs may be averaged among the employees and reported on the Travel Expense Report. *For example: employees A & B share a room costing \$32.00 per night and employee C must take a single room at \$25.00 per night. All three employees would report a cost of \$19.00 per night - $(\$32.00 + \$25.00 \div 3 = \$19.00)$*

X. UNSUAL CIRCUMSTANCES– The Executive Director may approve payment of actual expenses for travel to a non-high rate-area or payment of expenses in excess of the daily maximum of a high rate area. To be approved, there must be some reason that is beyond the control of the person traveling for incurring the additional expenses. For example, an employee attends a meeting where lodging must be secured at a prearranged place and the lodging costs absorb all (or practically all) of the maximum allowance.

XI. MEALS INCLUDED IN REGISTRATION FEES–If while attending a meeting/conference, any meals are included in the registration fees the established meal rates for those meals will be deducted from the reimbursement to the traveler.

XII. TRAVEL REIMBURSEMENT BY OTHER AGENCIES/GROUPS– When an employee attends a meeting where travel costs are going to be paid by another agency or group, a travel authorization must still be completed and approved. The employee will receive reimbursement based upon travel policies and reimbursement rates (if given an

advance and/or pays bills prior to reimbursement). The payment from the outside agency/group will then go to offset the costs. If a check is not issued, the reimbursement from the outside group/agency will go directly to the employee.

XIII. PERSONAL/LEISURE TRAVEL WHILE ON TRAVEL STATUS - Program will not pay travel costs, i.e., mileage, cab/bus fare, etc. for an employee who takes personal/leisure side trips while on travel status. Such activities may include visiting friends/relatives, going sightseeing, traveling excessive distances to obtain meals or lodging because of personal preference, etc.

XIV. TRAVEL ON AIRLINES - When an employee attends a meeting/training in which travel by air is necessary, the program will book a ticket on an airlines taking into consideration cost, location of nearest airport, and time of day. Employees who belong to airline awards programs will be allowed to bank airline miles into their awards program for personal use.

UMATILLA-MORROW COUNTY HEAD START, INC. TRAVEL EXPENSE REPORT

NAME _____ LEAVE (DATE & TIME) _____

ADDRESS _____ RETURN (DATE & TIME) _____

DATE	DAILY ITINERARY		LODGING	MEALS & INCIDENTAL EXPENSES		DAILY TOTAL	REIMBURSABLE TRANSPORTATION*		OTHER EXPENSES	
	Depart	Arrive	Subsistence	Quarters	Total		Description	Amount	Description	Amount
	Place			1 _____ 2 _____						
	Time		\$	3 _____ 4 _____	\$	\$				
	Place			1 _____ 2 _____						
	Time		\$	3 _____ 4 _____	\$	\$				
	Place			1 _____ 2 _____						
	Time		\$	3 _____ 4 _____	\$	\$				
	Place			1 _____ 2 _____						
	Time		\$	3 _____ 4 _____	\$	\$				
	Place			1 _____ 2 _____						
	Time		\$	3 _____ 4 _____	\$	\$				
TOTAL EXPENSES							\$			
FOR OFFICE USE ONLY: EXECUTIVE DIRECTOR ACCOUNT #			USE THESE SYMBOLS A-Air T-Taxi B-Bus RC-Rental Car R-Rail POV-Privately Owned Vehicle (Show destination and mileage) AOV-Agency Owned Vehicle			Purpose of Trip: _____ _____ _____			Total Expenses Less Travel Advance Balance Due UMCHS/Traveler (Circle One)	

In consideration of receiving an advance on my travel expenses, I hereby voluntarily authorize UMCHS to withhold from my paycheck any unused portion of this travel advance which I have not reimbursed to UMCHS within 15 days after returning.

SIGNATURE _____ DATE _____

RETURN: I certify that the above is correct and that payment has not previously been received.

SIGNATURE _____ DATE _____