

**The Workforce Connection, Inc.**

**Subject: TRAVEL**

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**08/14/18**

**10/02/18**

**12/03/24**

**Purpose/Introduction:**

The General Travel Policy is to establish policies and procedures governing the travel activities of The Workforce Connection, Inc. (TWC) board members and staff, whose travel expenses will be paid from TWC funds.

**Authority and Responsibility:**

- A. The President/CEO has the authority to approve travel requests for TWC staff.
- B. Travel expenses will be coordinated/established with the President/CEO and CFO during the budget process.
- C. Travel Reimbursement Forms for TWC staff must be signed and approved by the President/CEO and CFO.
- D. The President/CEO and/or CFO is responsible for managing the travel budget of the Board and staff.
- E. Travel request for Board Members will be approved by Board leadership.

**Definitions:**

**The following terms are used throughout the General Travel Policy:**

**Allowance:** A fixed amount of money permitted.

**Office Location:** The place where the employee spends the largest portion of the regular workday or working time.

**Hours Worked:** In accordance with the Fair Labor Standards Act (FLSA) non-exempt employees may be eligible to have some hours counted as “hours worked” while in travel status. “Hours worked” includes travel that occurs during the employee’s workday as well as other time considered to be "hours worked" under the FLSA.

**Incidental Expenses:** Expenses of a minor nature related to business or to the traveler’s activities while in travel status.

**Local Travel:** Reimbursement for transportation costs, including parking and tolls for costs incurred when conducting appropriate necessary business locally.

**Lodging Rate:** The base rate defined by the vendor prior to the application of taxes, etc.

**Non-reimbursable Expenses:** Expenses generated by the traveler which are not considered to be essential.

**Pre-Paid Expenses:** Any expense paid prior to the completion of travel.

**Travel Expenses:** Costs for registration, transportation, lodging, meals, and incidental expenses directly related to travel.

**Travel Status:** When an Employee or Board Member is conducting appropriately approved, necessary business which includes pre-approved lodging.

- a. Travel is warranted when personal contact is the most effective method of conducting official business.
- b. The purpose of the travel must be related to TWC activities.
- c. Costs associated with travel must not exceed the budgeted amount approved by TWC Board and/or otherwise specifically authorized by the TWC Board.
- d. All authorized travelers, when representing TWC in travel status, may claim allowances and expenses and be reimbursed according to policy.
- e. Claims for unauthorized travel expenses are not reimbursable.
- f. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by TWC.
- g. Travelers who knowingly and willfully submit falsified travel forms for approval shall be subject to any action deemed necessary by Board leadership, which may include criminal action.

### **Travel Guidelines:**

- **Most Economical Plan**  
To maximize the effectiveness of resources allocated to travel activities, all travel plans should be based upon the most economical, safest means of travel, and reasonable/minimizing travel time.
- **Extended Travel**  
In the event a traveler must extend the duration of travel due to an emergency (snowstorm, etc.) notification must be made to the TWC Executive Director at the traveler's earliest opportunity.
- **Completion of Travel**  
The completed *Travel Reimbursement Form and supporting documentation* must be submitted for reconciliation and reimbursement within 14 days of completion of travel and include appropriate signatures for processing.

### **Procedures:**

#### **A. Transportation**

Costs related to the use of various modes of transportation may be claimed as an expense.

##### **1. Commercial – Air**

Transportation by scheduled airlines shall be at the lowest available airfare rate at the time of the trip authorization. There must be a reasonable explanation for anything other than the lowest fare.

##### **2. Rented Motor Vehicles**

The use of rented motor vehicles must be for the advantage of TWC and not for the personal convenience of the traveler. The use of rented motor vehicles should only be considered when rental of a vehicle would result in an overall reduction in the cost for a particular trip. The request to rent a vehicle must completely justify need and budget savings and receive prior approval. The traveler must verify that he or she holds a current driver's license and insurance and that the driver's license is not expired, suspended, revoked, etc. Consideration for car rental should be approved by supervisor, CFO, and President/CEO.

##### **3. Related Transportation Costs**

Related transportation costs may include:

- Gasoline for rental care

- IRS Mileage Rate for use of the traveler's personal vehicle.
- Tolls
- Local Transportation  
Parking

**B. Per Diem Meal Expenses**

1. A traveler must be in authorized travel status to be eligible for meal reimbursement
2. An allowance for meals (which includes tips) will be reimbursed utilizing the Meal Rates established by applicable Federal guidelines then in effect and/or designated by the TWC Board.
3. For each day in travel status:
  - a. If the traveler leaves before their scheduled start time and returns after scheduled end time, a full meal allowance for that day will be applied.
  - b. If the traveler leaves after or arrives after their scheduled start/end time, their allowance will equal one half of the meal rate for the day.

**C. Lodging**

1. Lodging costs incurred within 50 miles of the traveler's designated office location or residence within Boone, Stephenson, and Winnebago Counties cannot be claimed as a travel expense unless the lodging is in the best interest of TWC and has been pre-approved.
2. Lodging must be at a commercial establishment, and the traveler should always request the lowest available rate (i.e. government, corporate, conference).

**D. Non-Covered Expenses**

1. Any expenses incurred should be accompanied by a valid receipt.
2. Non-reimbursable expenses cannot be claimed. The following expenses are examples of non-reimbursable expenses: in-room movies; valet services; valet parking-if self-parking is an option; liquor; and entertainment.

**Action Required:** This information should be disseminated to TWC Board members and staff, who travel on behalf of the organization.

**Inquiries:** Questions regarding any aspect of this policy should be directed to The Workforce Connection President/CEO.

**Effective Date:** Immediately