

<b><u>Policy # 19</u></b>	
<b>SUBJECT:</b>	Travel Policy
<b>DATE ISSUED:</b>	July 1, 2021
<b>DATE EFFECTIVE:</b>	July 1, 2016

**PURPOSE:** Establish a travel policy for reimbursement of expenditures incurred in the performance of duties by members and staff of the Workforce Development Board of Kanawha County (WDB-KC) as part of the Workforce Innovation and Opportunity Act.

**REFERENCES:** NPRM 683 Subpart B

**BACKGROUND:** The Workforce Innovation and Opportunity Act allows reimbursement of travel costs incurred in the performance of administrative functions.

**POLICY:** It is the policy of the Workforce Development Board of Kanawha County to reimburse individuals for travel expenses incurred in the performance of duties under the Workforce Innovation and Opportunity Act. Such reimbursement must meet requirements listed in the following regulations:

- A. All out-of-town travel must be approved in advance by Executive Director.
- B. The employee will complete the request for authorization of office travel.
- C. The Executive Director will sign the request for authorization and approve all out-of-town travel for staff. Disapproved requests will be returned to the employee and marked "disapproved."
- D. The executive committee will approve travel for members of the board.
- E. Out of the country travel must be approved by Department of Labor (DOL).

#### **Travel Advances**

- F. If a travel advance is requested, the Bookkeeper will prepare the check. Travel advances may include per diem (up to the maximum federal rate for the area traveling to, which can be found at [www.gsa.gov](http://www.gsa.gov)), lodging, transportation costs, and incidentals.
- G. The normal signature requirements on checks will also be followed for travel expenditures.
- H. Check copies will be distributed as follows:

- i. Original – given to the traveler.
  - ii. Duplicate copy of check – filed in a travel advance file by individual with the approved travel authorization attached.
- I. The Bookkeeper will record the advance in a travel advance account.
- J. After the trip, the employee will enter the appropriate information on the expense reimbursement form which will include costs related to this travel.
- K. The Bookkeeper will enter the check number and advance amount on the expense reimbursement form.
- L. The Bookkeeper will record the expense in the accounting software (QuickBooks).
- M. If the advance does not exceed the amount of travel, the traveling person will pay the balance by check or cash. The travel advance check with the request form will be filed alphabetically with other travel payments and be documented on the travel expense form.
- N. If the advance does not cover the total traveling expenses, the traveling person will submit a complete, detailed expense reimbursement form to the Executive Director for approval and a check will be prepared for the difference.
- O. Each employee will complete the expense reimbursement form on a daily basis.
- P. The cost of meals will only be reimbursed when an employee is in travel status out of the official duty station, e. g. more than two hours away, out of state, etc.
- Q. The expense reimbursement form will be totaled, signed by the employee, signed by the Executive Director or Finance Manager, and submitted for payment.
- R. Reimbursement will be based upon the expense reimbursement form. Receipts must be attached to the expense reimbursement form for lodging and common carrier transportation. Receipts including a maximum tip of 20% gratuity for all meals, tolls, and parking must also be submitted.
- S. Incomplete expense reimbursement forms will be returned to the employee for correction.
- T. The Bookkeeper will verify the travel voucher, ascertain if there are any outstanding travel advances, and calculate the amount of total travel reimbursement (at the current agency mileage rate set by the DOL).



- U. The Executive Director or Finance Manager will approve the expense reimbursement form.
  
- V. Checks will be prepared in accordance with section 4. (Cash Disbursements, procedures D. – I.).

**ACTION:** Copies of travel regulations and travel reimbursement forms will be provided to the Workforce Development Board of Kanawha County board members and staff. Completed forms shall be returned to the Executive Director or their designee within two (2) weeks of the travel.