

POLICY AND PROCEDURE DIRECTIVE

EFFECTIVE DATE: **October 18, 2016**

SUBJECT: **Travel Cost Reimbursement Policy (NWC Board Members and Staff)**

REFERENCE#: **WIOA 01-19, Revision 1**

The Northwest Workforce Council (NWC) is a non-profit corporation organized in the State of Washington. The NWC is governed by a Board of Directors (members) who represent the public and private sectors in the Northwest Workforce Area. The NWC hires staff to carry out its policy decisions and manage the day-to-day business of the corporation.

It is the policy of the Northwest Workforce Council (NWC) to pay for travel and other expenses incurred by NWC members and staff when on official business for the NWC under the Workforce Innovation and Opportunity Act. Members and employees are to exercise prudent judgment in incurring travel expenses on official NWC business. Excessive or unnecessary expenses are not to be approved or reimbursed.

This Policy is based on 2 CFR Section 200.474 and on applicable federal and state rules and regulations.

- 1) NWC members and staff will be reimbursed for allowed costs which include but are not limited to: transportation, travel, meals and lodging for attending meetings, conventions, training and other regular business functions while on NWC business. An expense receipt is required for all claimed reimbursements except for the following noted expenses:
 - a) Mileage allowance for use of a personal vehicle (see 3.b.).
 - b) Day parking fees of less than \$15.00.
 - c) Transit fares, ferry fares, bridge and toll fees, taxis and limousine fares when conducting official agency business of less than \$25.00.
 - d) Subsistence allowance (Meals & Incidental Expenses) as described in section 4, below.
- 2) NWC members and staff will use less than first class air accommodations when traveling by commercial air carrier except when those conditions cited in 2 CFR 200.474 (d)(attached) exist and are described. The NWC may request board and staff members to travel at off-peak times and/or require a Saturday night stay to lower airfare costs.
- 3) Allowed Costs
 - a) Airfare between Workforce Council members and/or staff members place of residence/business and the city where NWC business requiring travel is being conducted.

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- b) Mileage for a privately owned vehicle used by Council members to and from NWC meetings or while on NWC business at the current rate per mile allowed for a privately owned vehicle by the Internal Revenue Service (IRS). For staff members, mileage is allowed at the current IRS rate for a privately owned vehicle used to and from WDC meetings from the staff's place of residence or from their designated work location (whichever is closest), and while on agency business.
- c) Other ground transportation such as tourist class rates on common carriers other than airlines and vehicle rentals.
- d) Miscellaneous expenses necessary to transact NWC business such as taxi fares, parking fees, bridge and ferry tolls, registration fees;
- e) Overnight lodging at standard room rate or less, including any tip or gratuity, at a commercial lodging facility as necessary for conducting NWC business;
- f) Subsistence Allowance (Meals & Incidental Expenses) when conducting NWC business.
- g) Room service meals to the extent that it is for meals and does not exceed the limits described in 4, below.
- h) Long distance telephone charges to the personal residence (up to one call per each 24 hour overnight stay and \$10.00 per day).

4) Subsistence Allowance for Meals and Incidental Expenses

NWC members and staff may be reimbursed for the cost of meals and incidental expenses within the limits provided below when the member or employee is:

- a) in travel status outside the Northwest Workforce Area while representing the NWC;
- b) while representing the NWC at a meeting within the Northwest Workforce Area when such meeting is conducted during a meal such as with the Chamber of Commerce; or
- c) when attending a formal meeting of the Council or when one of its Committee meetings is conducted during or as part of a meal; or,
- d) at a NWC business meeting or training conducted in conjunction with a meal where staff attendance is required and is conducted by the Executive Director or designee*;
- e) when the NWC member or staff is traveling away from his or her office for 11 or more hours while remaining within the Northwest Workforce Area. Example: a Bellingham staff member is traveling to Friday Harbor on NWC business, leaving at 6:00 a.m. and returning at 5:00 p.m. Since this staff person traveling with the Northwest Workforce area on NWC business for 11 hours, he or she staff would qualify for the actual expense or standard subsistence allowance.

Such meals and incidental expenses are reimbursable within the limits described below. Other meal costs incurred within the Workforce Development Area (Island, Whatcom, San Juan and Skagit Counties), unless described above, are assumed to be a personal (no-reimbursed expense of the employee).

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- *In order to facilitate efficient use of staff and or board member time, meals may be purchased by the NWC and provided during such business meetings when conducted over a time period that customarily includes one or more meals. Such costs will be managed in a manner that minimizes costs to the federal award.*

Note: Meals paid for by WIOA formula funds and eaten at home are strictly prohibited. `

Standard Subsistence Allowance. In general, an NWC board member or staff is reimbursed through the following travel expense rate system.

Travel expenses for “meals and incidental expenses (M&IE)” are reimbursed at the current rates allowed by the US General Services Administration, as accessed through the associated website, www.gsa.gov/portal/category/21287. M&IE will apply to all locations within the continental United States (CONUS). No meal or incidental expense receipts are needed using this procedure.

Incidental expenses include: (1) laundry, cleaning and pressing of clothing and (2) fees and tips for persons who provide services, such as porters and baggage carriers. Incidental expenses do not include taxicab fares, lodging taxes, or the cost of telephone calls.

If a NWC member or staff travels to more than one location in one day, use the rate in effect for the area where the member or staff stops for sleep. www.gsa.gov/portal/category/21287

The incidental expense rates for the first and last calendar day of travel are calculated at 75% of the M&IE rate.

Where the cost of identifiable meals is included in the registration fee of a meeting, conference or convention, such meals will be deducted from the Subsistence Allowance at the above meal rates.

In no case will reimbursement exceed the daily rates above unless, in certain exceptional circumstances, the Executive Director authorizes a higher rate for the convenience of the Corporation, e.g., when a meeting meal must be catered.

Actual Expense. A NWC member or staff may elect to be reimbursed for the actual cost of each meal and incidental expenses, including a reasonable (up to 20%) tip or gratuity, incurred while conducting NWC business, so long as the actual cost does not exceed the per meal and incidental expense limits established under the standard subsistence allowance described above.

5) Non Allowed Costs

- a) Long distance telephone costs not related to NWC business with the exception of Section 3. h above;
- b) Alcoholic beverages;

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- c) Valet service (except as noted in 3.g.), television rental, etc.:
 - d) Parking fines, traffic violations, medical and hospital services incurred while on NWC business;
 - e) That portion of room rental rates shared with non-NWC member or staff in excess of the single occupancy rate;
 - f) Transportation costs between a staff's place of residence and normal place of business.
 - g) WIOA Title 1B formula funds may not be used for foreign travel
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- 6) WDC members are considered to be on travel status whenever officially engaged in NWC business.
 - 7) Out-of-state travel by NWC board members and staff when the estimate of costs is in excess of \$1,500 shall be approved in advance by the Executive Director.
 - 8) Council members or staff members who share accommodations are reimbursed for half the cost of lodging. Questions or requests for interpretation should be directed to the Executive Director of the NWC.
 - 9) When an employee receives travel related reimbursement in excess of the proper amount allowed under this policy, the employee is liable for the overpaid amount due within two calendar weeks of notification.