

POLICY #: A-07
Travel Policy

ISSUED: February 20, 2020

PURPOSE:

To clarify payment of reasonable costs incurred by employees and board members travelling on behalf of Clackamas Workforce Partnership (CWP).

REFERENCES:

- Uniform Grant guidance 2 CFR 200

POLICY:

- Expenses that are necessary, reasonable and consistent with business requirements of CWP and its interests are allowable.
- Documentation should include a copy of the brochure or website information outlining the event and why the individual will be attending.
- Receipts are required for any expense over \$25; however, traveler should attempt to obtain receipts for all expenses regardless of amount.
- All travel that involves an overnight stay must be approved by the Executive Director or authorized Board Officer prior to making travel arrangements. Expenses incurred without prior approval may not be reimbursed.

It is the intent of CWP that travelers not be “out of pocket” for business related costs. Whenever possible, travel costs should be paid directly by CWP.

Airfare – Costs for travel by any class other than “coach” will not be covered. It is the responsibility of the traveler to obtain the lowest/economical airfare available consistent with the purpose of the trip. Airfare may be booked by the traveler using his/her own credit card, and then reimbursed by CWP upon presentation of a valid receipt. If this is a burden, airfare may be paid by administrative staff.

Lodging – Limited to single occupancy rates and authorized travelers should select the least expensive lodging alternative given considerations of safety, local transportation costs and convenience to meeting site. Conference brochures usually list preferred hotel(s) along with “early bird registration” and single occupancy room rates. Whenever possible, travelers are encouraged to use those options.

Per Diem – Costs for food and incidentals are determined by using federal zone costs.

If a full meal (including protein) is offered by the government or the conference, and attended by the traveler, the per diem for that day must be reduced by 25% for breakfast or lunch, or 50% for dinner.

Ground Transportation – Reasonable local ground transportation expenses are reimbursable. Travelers should share ground transportation whenever possible and make use of public transportation if available. Airport shuttles, vans, rental cars and taxis are allowed but cost should be considered.

Personal Cars – Travelers using personal cars on approved CWP company business must carry personal auto insurance that meets the minimum requirements of their state of residence. Travelers using personal cars for company business will be reimbursed at the current IRS mileage rate per mile plus toll and parking fees. Mileage to and from the airport will be reimbursed. Long term parking at airport will be reimbursed. Incidental expenses (i.e. gas and oil) are not reimbursable because they are factored into mileage rate allowance. Expenses due to mechanical failures and traffic violations are also not reimbursable.

Non-reimbursable Travel & Entertainment Expenses

The following expenses are not eligible for reimbursement:

- Personal expenses incurred for haircuts, manicures, dentists, family gifts, personal entertainment, etc.
- Expenses incurred when a spouse and/or family member accompanies the traveler on a trip for reasons unrelated to the business purpose of the trip
- Expenses incurred on personal trips, even if some business activities were conducted while at the destination
- Frequent flyer and other travel club membership fees
- Alcohol

Reimbursement /Reconciliation Process

Traveler should submit requests for reimbursement or a reconciliation statement within 15 days upon return and follow the format below:

For reimbursement: Submit a statement that conference was attended, including dates of travel, and whether any full meals were provided. Total itemized reimbursable costs, attach all necessary receipts, sign and date.

For reconciliation: If estimated costs were paid in advance, submit a statement that conference was attended for the time agreed, and whether any full meals were provided. Sign and date. Attach check for return of meal cost if appropriate.

Approved:



Clackamas Workforce Partnership Chair

2/20/2020

Date