



Mississippi Valley Workforce Development Board

Travel Policy

Approved: September 27th, 2021

Effective Date: September 27th, 2021

Amended Date: N/A

A. Purpose

1. Establish a travel policy for reimbursement of expenditures incurred in the performance of duties by the Mississippi Valley Workforce Development Board (MVWDB) for board staff, board members, committee members and CEOs, herein after referred to as “representatives”.

B. Background

1. The Workforce Innovation and Opportunity Act (WIOA) allows reimbursement of travel costs incurred in the performance of administrative and program functions. Reasonable travel costs necessary to effectively manage the grant, provide oversight, and measure program effectiveness are allowable.

C. Policy

1. It is the policy of the MVWDB to reimburse individuals for travel expenses incurred in the performance of duties under WIOA. Such reimbursement must meet requirements outlined in the Code of Federal Regulations (CFR).

D. Guiding Principles

1. Reimbursement for travel is authorized for official MVWDB and nonprofit corporation business within the budgetary limits established in the annual budget.
2. Written permission must be obtained from executive director or board chair prior to travel unless specifically related to normally scheduled board, committee, CEO meetings, trainings, or routine MVWDB business within the Local Area.
3. A travel expense form must be completed by anyone requesting reimbursement.
4. CEOs can only request reimbursement when travel is outside the state of Iowa.
5. The completed form should be submitted to the MVWDB executive director or their designee for approval and processing. Expense forms should be submitted no less frequently than monthly. Additionally, all expenses are reviewed by the fiscal agent prior to processing.
6. The executive directors out of town travel expenses will be approved by the board chair prior to submittal to the fiscal agent for processing.
7. No reimbursement will be provided if the traveler receives reimbursement through other sources, double dipping is prohibited and subject to criminal and civil action to recover

expenses.

8. All incurred expenses must be supported by adequate documentation. (Conference or meeting agendas, invoices, hotel bills, receipts, etc.) See 2 CFR Part 225.
9. Guard against questionable costs (extravagant meals/hotels).
10. The MVWDB is a fiscal recipient and is the custodian of federal funds, which must be safeguarded and used only for legitimate business purposes.
11. "Reasonable costs. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost." 2 CFR Part 225 Appendix A.

E. Mode of Travel

1. MVWDB representatives are expected to select a mode of transportation, which is least expensive, taking into consideration both time and distance involved.
2. A receipt will be required for travel by common carrier such as air, rail, or bus. Reimbursements will be for actual costs incurred.
3. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares.
4. Only the cost of the lowest coach class fare available for direct, non-stop flights from the airport nearest the representative's home or office to the airport nearest the destination will be allowed.
5. One checked bag each way for a roundtrip fare is an allowable cost as well as the cost of a carry-on bag.
6. The use of rental cars should only be used under very specific circumstances and must have prior written approval from the MVWDB board chair.

F. Mileage Reimbursement

1. Miles driven should be calculated using the representatives home address as the starting point and should exclude personal commute miles. Return trips should use the site of the MVWDB involved business as the starting point and the representatives home address as the ending point.
2. The mileage reimbursement rate is calculated to assist with fuel costs as well as wear and tear on the automobile.
3. The current GSA mileage per diem rate will be used <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>.
4. A Google map showing actual miles must be submitted with the travel reimbursement form.

G. Lodging

1. If the event in question is hosted at a hotel, the negotiated conference rate may be acceptable but should be approved in advance by the MVWDB executive director or designee if the rate exceeds the GSA per diem rate for lodging. Tips and room service fees are considered part of

per diem and are not reimbursable.

2. Representatives traveling on behalf of MVWDB may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the representative's itinerary shall be considered in determining reasonableness.
3. Any out of Local Area lodging must be approved at least 14 days in advance by the executive director or designee.
4. The specific location rate will be determined using the GSA rate and adhered to whenever possible. When the GSA rate cannot be followed written explanation of why will be required.

H. Meals

1. The costs of meals and refreshments are allowable with conditions. However, in accordance with the authorities cited above, costs can be incurred only when necessary and reasonable for the proper and efficient performance and administration of a grant award. While the allowability of such costs is determined on a case-by case basis, it is important to consider:
 - a. The reasonableness of the aggregate costs to demonstrate that Boards have acted with due prudence in circumstances, considering their responsibilities to the government unit, its employees, the public at large, and state or Federal Government.
 - b. Aggregate costs periodically-e.g., over a 12-month period will be reviewed to identify needed changes to the policies in order to avoid incurring individual and aggregate costs that appear excessive or lavish.
 - c. Tips are allowable up to 20%.
 - d. No alcoholic beverages are permitted.
 - e. All meal receipts must be itemized.
 - f. Reasonableness of the cost of meals will be determined by comparing to the allowable GSA per diem rate for specific area.
2. Examples of when a reasonable need arises to incur such costs include, but are not limited to, the following:
 - a. Allowable costs of meals incidental to the cost of meetings and conferences where the primary purpose is the dissemination of technical information.
 - b. Costs of meals incidental to the cost of meetings and conferences are allowable when the grantee incurs such costs in the process of conducting meetings or conferences with external customers and other professional colleagues outside of the entity's organization.
 - c. The cost of a "working lunch" with external customers and other colleagues is considered "reasonable and necessary" when there is adequate documentation on the reason of having the meeting during mealtime hours.

I. Miscellaneous Reimbursements:

1. Like all disbursements of WIOA funds, reimbursements should be adequately documented, reasonable, directly or indirectly allocable to one or more grants.
2. Miscellaneous expenses are those deemed necessary in the conduct of the official business of

the MVWDB, which are not included in the categories of mode of travel, lodging, mileage, and meals.

- a. All miscellaneous expenses shall be claimed under the column heading "miscellaneous expense" on the travel form and be supported by sufficient documentation.
 - b. A receipt for each and every transaction involving miscellaneous expenditures shall be provided.
 - c. Receipts are required for such things as:
 - i. admission tickets
 - ii. registration receipts
 - iii. parking/taxi fees
 - iv. stamp purchases
 - v. supplies
 - vi. telephone calls
3. Some of the more common miscellaneous expenses are:
- a. *Fax Copies* - Expenses incurred to send or receive information via fax for business purposes shall be allowed. An actual receipt must be attached to the travel payment.
 - b. *Purchase of Supplies* - The purchase of stationery and all other similar supplies shall be allowed in emergencies warranting their use for handling of official business on official travel and shall be submitted and certified on a travel payment with the proper invoices or receipts attached.
 - c. *Collision Damage Insurance* - When renting an auto for MVWDB business, collision damage insurance paid to the auto rental company is an allowable expense. To receive reimbursement, the actual receipt must be attached to the travel claim.
 - d. *Laundry and Dry Cleaning* - Reasonable laundry and dry-cleaning expense is allowed when the employee's travel exceeds five (5) working days. Actual receipt or documentation on the hotel bill must be attached to the travel claim when it is the hotel facilities that are utilized. Laundry mats may be used to save money. Use of the laundromat should be properly documented on the claim.
 - e. *Internet Access* - Internet access charges shall include an explanation for the business purpose on the claim.
 - f. Cost of shuttle or Uber/Lyft services to and from the airport or the cost of airport parking
 - g. Taxi services, Uber, Tolls, garage, and parking fees as a result of conducting WIOA business are reimbursable with receipt.

J. Credit Card Usage

1. MVWDB staff have the authority to use the MVWDB credit card while on business travel as long as the expenditures are within the guidelines outlined in this document and receipts are provided.
2. Should receipts not be furnished to MVWDB the staff will reimburse MVWDB for the associated costs within 30 days. .
3. When booking lodging, travel, conference fees, and other miscellaneous purchases, it may be

necessary to use the MVWDB credit card. After written approval is received from the executive director for such expenses, the employee will be authorized to use the credit card information.

4. It is imperative that the employee obtain a receipt at the time of purchase or at point of receiving the service.
 - a. That receipt will be given to the Executive Director so he/she will be able to verify the credit card charges.
 - b. Upon verification of all charges the executive director will include all receipts when submitting the credit card bill to the fiscal agent for payment requests.

K. Travel Request Process and Procedure

1. Expenses will not be reimbursed unless the representative requesting reimbursement submits a written Expense Report.
2. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel, if travel expense reimbursement is requested, must include:
 - a. The representatives name.
 - b. If reimbursement for travel is requested, the date, origin, destination, and purpose of the trip, including a description of each MVWDB related activity during the trip.
 - c. The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct MVWDB business.
 - d. An itemized list of all expenses for which reimbursement is requested.

L. Non-Reimbursable Expenditures

1. MVWDB maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement under federal grants and a nonprofit, charitable organization.
2. Expenses that are not reimbursable include, but are not limited to:
 - a. Travel insurance.
 - b. First class tickets or upgrades.
 - c. Limousine travel.
 - d. Movies, liquor, or bar costs.
 - e. Spa or exercise charges.
 - f. Clothing purchases.
 - g. Valet service / car washes.
 - h. Toiletry articles.
 - i. Expenses for spouses, friends, or relatives.

M. Personal Travel

1. Representatives traveling on behalf of MVWDB may incorporate personal travel or business with their MVWDB related trips; however, personnel shall not arrange MVWDB travel at a time that is less advantageous to MVWDB or involving greater expense to MVWDB in order

to accommodate personal travel plans.

2. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the representative and will not be reimbursed by MVWDB.
3. Expenses associated with travel of a representatives spouse, family or friends will not be reimbursed by MVWDB. When combining personal and business travel it should be clearly identified on the travel expense form required.

N. Reasonable Accommodations

1. The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA)—as well as relevant state law—require employers to provide reasonable accommodations to allow qualified individuals with disabilities to perform the essential functions of their jobs. It is the policy of the MVWDB to comply with all Federal and state laws concerning the employment of persons with disabilities.

*Equal Opportunity Programs/Employer
Auxiliary aids and services are available upon request for individuals with disabilities*

