



Mississippi Valley Workforce Development Board

Travel Policy

Approved: September 27, 2021

Effective Date: September 27, 2021

Amended Date: March 5, 2024

PURPOSE

Establish a travel policy for reimbursement of expenditures incurred in the performance of responsibilities that directly support the mission of the Mississippi Valley Workforce Development Board (MVWDB). MVWDB stakeholders covered by this policy include board staff, board members, committee members, CEOs, and subrecipients referred to as “representatives”.

BACKGROUND

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.

POLICY

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

GUIDING PRINCIPLES

Reimbursement for travel is authorized for official MVWDB and nonprofit corporation business within the budgetary limits established in the annual budget.

- Written permission must be obtained from the 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.
- A travel expense form must be completed by anyone requesting reimbursement. CEOs can only request reimbursement when travel is outside the state of Iowa. 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.
- The executive director’s expenses for travel outside the Mississippi Valley Workforce Area (MVWA) will be approved by the board chair prior to submittal to the fiscal agent for processing.

- 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.
- All incurred expenses must be supported by adequate documentation. (Conference or meeting agendas, invoices, hotel bills, receipts, etc.) See 2 CFR Part 225. Guard against questionable costs by using the “reasonable costs” as the standard for spending. (avoid extravagant hotels for example).

The MVWDB is a fiscal recipient and is the custodian of federal funds, which must be safeguarded and used only for legitimate purposes to perform responsibilities that directly support the mission of the board.

“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.

MODE OF TRAVEL

MVWDB representatives are expected to select a mode of transportation that is the least expensive, taking into consideration both the time and distance involved.

- A receipt will be required for travel by a common carrier such as air, rail, or bus. Reimbursements will be for actual costs incurred.
- Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. 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. One checked bag each way for a roundtrip fare is an allowable cost as well as the cost of a carry-on bag.
- The use of rental cars should only be used under very specific circumstances and must have prior written approval from the MVWDB board chair.

Mileage Reimbursement

- Miles driven should be calculated using the representative's 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 representative's home address as the ending point.
- The mileage reimbursement rate is calculated to assist with fuel costs as well as wear and tear on the automobile.
- 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>.
- A Google map showing actual miles must be submitted with the travel reimbursement form.

LODGING

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.

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.

Any lodging outside of the MVWA must be approved at least 14 days in advance by the executive director or designee.

MEALS AND INCIDENTALS

The costs of meals and incidentals 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:

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 the state or Federal Government.

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.

Per Diem Rates

A per diem allowance will be used for meals and incidentals. Meals and incidental costs should not be put on a board credit card during travel.

The General Services Administration establishes per diem rates for destinations within the lower 48 Continental United States. Per-diem rates during overnight travel will be calculated by using the city/state/zip search at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The MVWDB utilizes the per diem rates from this website to determine reimbursement rates. It does not follow all per diem policies stated on this site. The per-diem rates are inclusive of tax and tip; no separate tip reimbursements will be made. For the first and last day of travel, 75% of the per diem rate will be reimbursed.

Meals provided at the hotel (such as breakfast) or the conference will be subtracted from the per diem rate identified per meal (breakfast, lunch, or dinner). If a continental breakfast is included with the cost of a hotel stay, it will count as the breakfast for that day and a separate per diem will not be reimbursed for that meal. For meals provided as part of a conference/meeting/etc., a separate per diem for those meals will not be provided unless there is a dietary restriction that cannot be accommodated by the venue. Unless specifically noted in the hotel and/or conference materials, the assumption will be made that breakfast will be provided by the hotel and lunch will be provided for conference events. If that ends up not occurring, the appropriate per diems can be added in when completing the Travel Expense Report. No receipts are required. If the actual cost of the meal exceeds the reimbursement amount, the difference is not reimbursed.

The specific meals to be reimbursed will be determined at the time of planning the travel details. M&I expenses will be reimbursed on the travel expense form following the completion of travel.

Daily Travel

Out-of-town travel that lasts for more than 4 hours will be reimbursed per meal following the following conditions:

- Travel that starts after 7:00 am will not be reimbursed for breakfast
- Travel that ends by noon will not be reimbursed for lunch;
- Travel that ends before 6:00 pm will not be reimbursed for dinner.

MISCELLANEOUS REIMBURSEMENTS

Like all disbursements of WIOA funds, reimbursements should be adequately documented, reasonable, and directly or indirectly allocable to one or more grants. 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. All miscellaneous expenses shall be claimed under the column heading "miscellaneous expense" on the travel form and be supported by sufficient documentation. A receipt for each and every transaction involving miscellaneous expenditures shall be provided.

Some of the more common miscellaneous expenses are:

- *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.
- *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.
- *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.
- *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. The use of the laundromat should be properly documented on the claim.
- *Internet Access* - Internet access charges shall include an explanation for the business purpose on the claim.
- Cost of shuttle or Uber/Lyft services to and from the airport or the cost of airport parking
- Taxi services, Uber, Tolls, garages, and parking fees as a result of conducting WIOA business are reimbursable with receipt.

CREDIT CARD USAGE

MVWDB staff have the authority to use the MVWDB credit card while on business travel except for meals as long as the expenditures are within the guidelines outlined in this document and receipts are provided.

- Should receipts not be furnished to MVWDB the staff will reimburse MVWDB for the associated costs within 30 days.
- 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.
- It is imperative that the employee obtain a receipt at the time of purchase or at the point of receiving the service.
- That receipt will be given to the Executive Director or designee so he/she will be able to verify the credit card charges.
- 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.

TRAVEL REQUEST PROCESS AND PROCEDURE

Expenses will not be reimbursed unless the representative requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly must include:

- The representative's name.
- the date, time, origin, destination, and purpose of the trip, including a description of each MVWDB-related activity during the trip.
- 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.
- An itemized list of all expenses except meals for which reimbursement is requested.
- Any delays in submission will cause delays in processing and timelines may be extended.
- The board chair/board staff will verify the travel expense form to receipts and approve for processing within 5 business days.
- Board staff will email the travel expense form to the Fiscal Agent for processing.
- All travel expense form payments will be processed and paid by the Fiscal Agent.

NON-REIMBURSABLE EXPENDITURES

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. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance.
- First class tickets or upgrades.
- Limousine travel.
- Movies, liquor, or bar costs.
- Spa or exercise charges.
- Clothing purchases.
- Valet service/car washes.
- Toiletry articles.

- Expenses for spouses, friends, or relatives.

PERSONAL TRAVEL

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.

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.

Expenses associated with the travel of a representative's 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.

REASONABLE ACCOMMODATIONS

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADA)—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

Travel Expense Form

Submitted By	
Date	
Origin	
Destination	

Date of Departure	Date of Return	Time of Departure	Time of Return	Purpose of Travel

Expenses (All expenses must be accompanied by itemized receipts except M&I)

Reimbursements

Expense Type	# of Receipts	Amount
Meals and Incidentals		
Mileage (\$0.67 per mile)		
Transportation		
Lodging		
Flights/Baggage		
Miscellaneous (Specify)		
	Total	

I hereby certify that the above expenditures represent actual expenses (cash spent) for legitimate MVWDB business only and include no items of a personal nature. Falsification of this document is subject to disciplinary action, up to and including termination of employment.

Employee Signature _____

Date: _____

Executive Director/Board Chair Approve Not Approved

Signature: _____

Date: _____

Additional Comments:
