

THE OREGON CONSORTIUM & OREGON WORKFORCE ALLIANCE
POLICY MEMORANDUM #WIA-42-07/07

DATE: July 31, 2007

SUBJECT: Board Member Business Travel and Expense Reimbursement

REFERENCES: OMB Circulars A-87
OMB Circulars A-21
OMB Circulars A-122
48 CFR Part 31 – Travel Cost Sec. a-f
WIA Legislation and WIA Rules and Regulations
TOC Administrative Office Personnel Policies Section 8.2

PURPOSE:

To update and clarify the policy for business travel and expense reimbursement for members of The Oregon Consortium Board of Directors and Oregon Workforce Alliance.

BACKGROUND:

Due to the nature of the Consortium and the vast geographic area served, Board member travel is inevitable and expenses related to this travel continue to consume a large portion of the Consortium's annual operating budget. The burden of expense for all Board members, for the most part, falls completely upon The Oregon Consortium, unless a member's agency, organization or business chooses to assume these costs.

This policy is being issued in order to ensure accountability and keep payment for business travel and expenses in compliance with IRS regulations, DOL, and other applicable rules and regulations.

POLICY:

The Oregon Consortium will only reimburse for business travel and expenses that are allowable under WIA and other applicable rules and regulations. Business travel costs are the expenses for transportation, lodging, meals, and other necessary expenses related directly to authorized travel on behalf of The Oregon Consortium and/or Oregon Workforce Alliance.

Travel plays an important role in our ability to accomplish our mission of Helping Rural Oregon Work. Board members are expected use good quality services and accommodations appropriate for the business being conducted. Good judgment and ethical practices on the part of each traveler are the most important factors in controlling travel expenses.

Board members may expect to be reimbursed for travel expenses incurred while on Consortium business (attending scheduled meetings or conferences) which has been at minimum discussed with, if not authorized, by the Chief Executive Officer.

Travel expenses which exceed the limitations established by IRS Regulations, other Federal statute or regulation (including current Federal Travel Regulations, OMB Circulars, etc.) local policy or Board member's own agency policy, are not allowable.

Travel expenses for OWA members representing One-Stop partners which are Agencies of the State of Oregon (Oregon Employment Department, Department of Human Services, Office of Vocational Rehabilitation, etc.) are to be supported by the agency and not by the OWA.

Business Travel Advances:

No advances will be made for travel in-state, unless authorized by the Chief Executive Officer.

Travel advances related to out-of-state travel will be prepared by Administrative Office staff and submitted for review to the Chief Administrative Officer. Travel advances may be requested prior to travel, up to three weeks in advance. Advances will not be distributed more than 7 working days in advance of scheduled departure date. If travel does not occur, members are expected to return the un-cashed travel advance check or to re-pay the amount either through a deduction from future travel, or via personal check or cash, within in 30 days of the original planned travel date.

All advances must be reconciled within 15 days of the end of the business trip. Reconciliation requires submission of receipts for all transportation (airlines, shuttles, taxis) as well as lodging. Advances related to meal expenses do not require receipts in order to complete reconciliation.

Travel Reimbursement:

Members will submit requests for reimbursement on the expense reimbursement form within 15 days of any authorized business trip. All requests for reimbursement will be reviewed by Administrative Office Staff and adjustments by staff may be made. If adjustments are made which decrease the total reimbursement, a letter of explanation will be included along with the final reimbursement check.

Requests for travel reimbursements (airfare, etc.) which were arranged by the Board member and appear to be excessive will be reviewed by staff. Expenses deemed excessive will be subtracted from the final reimbursement amount.

Reimbursement checks will be mailed within 4 weeks of receipt of the reimbursement request.

Unless otherwise noted below, members should allow Administrative Office Staff to complete all travel arrangements. All travel should be booked at the lowest possible rates. Members booking on their own behalf are asked to use a discount travel broker or internet site (i.e. Expedia, Travelocity, Hotels.com, etc.) It is expected that Board members who make their own travel arrangements will use the most effective accommodations / transportation available, considering cost, time, availability, and scheduling.

TRANSPORTATION

A. Airfare:

Option 1: Because airfare is non-transferable, airfare should be purchased whenever possible by the Board member using a personal credit card or method of payment. TOC/OWA will reimburse the member for this expense once travel has been completed. No reimbursement for fares other than coach will be considered.

Once a ticket has been purchased a copy of the receipt and itinerary should be forwarded to the Administrative (via mail or e-mail) in order for procurement requirements to be completed. Due to federal documentation requirements it is necessary in order to be reimbursed, for members to also submit a copy of the boarding pass or the boarding pass “stub”.

Option 2: Members may request that the Consortium purchase airfare on their behalf. Members realize that should their travel plans change – they will be required to purchase the airfare from the Consortium within 30 days of the originally planned travel date.

B. Airfare for instate travel:

Occasions may arise when a Board member would prefer to fly to a meeting, rather than to drive (i.e. distance and time is too great). In these situations, the Board member should inquire to the TOC office regarding the possibility for airfare reimbursement rather than mileage. TOC will provide reimbursement towards airfare not to exceed what would be reimbursed for mileage as determined by a Mapquest inquiry. TOC will not reimburse for rental car expenses at the location unless the total still remains under the ceiling of mileage.

C. Taxi and Airport Transportation:

Whenever possible transportation to and from an airport – to a conference or meeting site will be arranged and pre-paid in advance by staff. On the rare occasion that pre-arrangement is not made, members should take the least expensive means of travel to and from the airport – taking into consideration safety, availability, and scheduling.

Reimbursement of taxi fare to and from an eating establishment is only reimbursable if no such establishment exists within a safe walking distance.

D. Personal Vehicles:

Expenses of travel by automobile are reimbursable at .315/mile. This mileage reimbursement allowance covers all automobile related costs; gasoline, insurance, maintenance, etc. This reimbursement rate was established below the IRS rate for mileage reimbursement. Board members may desire to talk with a tax consultant regarding the ability to re-coup the difference between this rate and the IRS rate.

- Travel must be over the most direct and usually traveled route. Distances between points traveled will be shown in standard highway mileage guides, internet sources, State Highway Division official mileage guides or by odometer reimbursement request – with beginning and ending odometer reading included.
- Location and reason or purpose of travel should be identified for each individual trip.

- Any substantial deviations between odometer readings and mileage guides and any deviations from the usual route must be satisfactorily explained.
- If a member travels by an indirect route for personal convenience, or interrupts travel by direct routes, she/he will bear the extra expense.
- The total reimbursement allowable for transportation of all passengers traveling together in a single vehicle is equivalent to reimbursement to one individual for use of a privately owned vehicle.
- Members are encouraged to carpool when possible.

Toll charges and parking fees are reimbursable in addition to the mileage allowance. Requests for reimbursement of parking fees (other than at a meter) should be accompanied by a receipt. Toll charges do not require a receipt.

Members utilizing personal vehicles for Consortium business must carry liability insurance and be legally eligible and licensed to drive a vehicle.

OTHER BUSINESS TRAVEL COSTS AND POLICIES

A. Meals:

Meals are reimbursed as follows – and unless they are part of a business meeting/function will only be reimbursed when associated with an overnight stay.

| Individual Meals | In State | Out of State |
|---------------------------------------|-----------------|---------------------|
| Breakfast (leave before 7:00 a.m.) | \$6.00 | Contact TOC Fiscal |
| Lunch (leave before 11:00 a.m.) | \$7.00 | Contact TOC Fiscal |
| Dinner (leave before 4:00 p.m.) | \$17.00 | Contact TOC Fiscal |

Members traveling out of state should contact the administrative office for per diem rates for the locality. Out of state rates are based on federal rates published by US Dept of Treasury. Updated annually.

Meals scheduled as part of a conference, banquet or other hosted event are excluded from this criterion. Expenses for the same meals that are otherwise included as part of a fee to attend a banquet, conference or other hosted event will not be reimbursed in addition to the meal provided at the event. Hors d’oeuvres and continental breakfast are not considered a meal.

Eligible per diem reimbursement need not include receipts.

For reimbursement of meals, not associated with an overnight stay, members should submit a statement related to the nature of the business meeting, copy of the meeting / function agenda – which includes a working meal, along with the expense reimbursement form.

B. Hotels:

Lodging should be arranged through the Administrative Office. Lodging may be requested for trips lasting longer than 13 hours and/or beginning before 6:30 a.m. or ending after 7:00 p.m. On the rare occasion that reservations by staff cannot be completed – Board members should use good judgment and take into consideration the cost and safety of the facility selected.

If lodging is for more than a single rate, the member is to pay the difference out of pocket or deduct from their next travel. Incidentals (i.e. room service) should also be paid by the member at the time of check out or deducted from a travel reimbursement request.

PROCEDURE:

Travel reimbursement forms are available on the TOC/OWA Website at <http://www.tocowa.org>. Hard copies of travel forms may also be requested from the TOC office by calling 1.866.888.4862 x 0.

Travel forms should be submitted within 15 days of the final date of the travel and be accompanied by all necessary receipts. Members should note that reimbursement may take up to four weeks.

Expenses in excess of the established limitations will be reimbursed only with approval of the Chief Executive Officer and then only in extraordinary cases.

ACTION:

The TOC/OWA administrative office and members of The Oregon Consortium Board of Directors and Oregon Workforce Alliance shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.

INQUIRES:

Inquiries should be addressed to the TOC/OWA Chief Administrative Officer at 1-866-888-4TOC.

Kris Latimer
Chief Executive Officer

Approved by The Oregon Consortium Board of Directors – October 26, 2007.