

WORKFORCE SOLUTIONS TEXOMA POLICIES & PROCEDURES

CHAPTER 3 TRAVEL

TABLE OF CONTENTS

- 3.1 GENERAL GUIDELINES**
 - 3.1.1 Employee Responsibility**
 - 3.1.2 Official WST Business**
 - 3.1.3 Prior Approval for Out-of-Region Travel**

- 3.2 TRAVEL PROCEDURES**
 - 3.2.1 Required Documentation of Travel Expenses**
 - 3.2.2 Meal Expenses**
 - 3.2.2.1 Meal Allowance
 - 3.2.2.2 Per Diem Payment
 - 3.2.2.3 Reimbursable Expenses for Meals
 - 3.2.2.3.1 Out-of-Region Meal Expenses
 - 3.2.2.3.2 Limited Meal Reimbursement
 - 3.2.2.4 Non-Reimbursable Expenses for Meals
 - 3.2.3 Lodging**
 - 3.2.3.1 Reimbursable Expenses for Lodging
 - 3.2.3.2 Non-Reimbursable Expenses for Lodging
 - 3.2.4 Mileage**
 - 3.2.4.1 Mileage Reimbursement Rate
 - 3.2.4.2 Reimbursable Expenses for Mileage
 - 3.2.4.3 Non-Reimbursable Expenses for Mileage
 - 3.2.5 Taxi Fares**
 - 3.2.5.1 Reimbursable Expenses for Taxi Fares

- 3.2.5.2 Non-Reimbursable Expenses for Taxi Fares
 - 3.2.6 Air Fare**
 - 3.2.6.1 Reimbursable Expenses for Air Fare
 - 3.2.6.2 Non-Reimbursable Expenses for Air Fare
 - 3.2.7 Rental Cars**
 - 3.2.8 Parking**
 - 3.2.9 Telephone Calls**
 - 3.2.10 Internet Connection Fees**
 - 3.2.11 Baggage Handling Fees**
 - 3.2.12 Credit Card Policy**
 - 3.2.12.1 Credit Card Procedures
 - 3.2.13 Travel Advances**
 - 3.2.13.1 Travel Advance Procedures
 - 3.2.14 Out of State Travel**
 - 3.2.15 Foreign Travel**
- 3.3 Required Travel Forms**
- 3.3.1 Travel Expense Statement Form**
 - 3.3.2 Out-of-Region Travel Form**

Reference:

General Appropriations Act, 79th Legislature, Regular Session, Article IX, Sections 4.04, 5.01-5.09, and 6.19.

Texas Government Code, chapter 660, Travel Expenses

Texas Government Code, Chapter 552, Public Information

Texas Administrative Code, Title 1, Part 5, Chapter 125, Subchapter A

Texas Comptroller of Public Accounts, "State of Texas Travel Allowance Guide," issued October 2004

3.1 GENERAL GUIDELINES

3.1.1 Employee Responsibility

All Workforce Solutions Texoma (WST) employees are responsible for ensuring that his/her travel and business expenses comply with these guidelines. Failure to comply may cause a delay in the processing of the Travel Expense Statement.

Employees will be reimbursed for allowable travel and business expenses actually incurred. In addition, employees shall reimburse the WST for any overpayment when a travel advance was issued or apply such overpayment to the next month's travel expenses. Failure to comply with policy will result in sanctions, which may include limitations on future travel until repayment occurs.

Employees are also responsible for ensuring security of WST-owned property and equipment, such as cell phones, credit cards, PDAs and laptops while traveling. Any damage or loss of equipment or property is to be reported to the Executive Director immediately.

Employees are also responsible to ensure safe driving practices while traveling on WST business. It is recommended that cell phones be used with care when driving and staff are encouraged to use hands-free kits and, if possible, to pull over to the side of the road when using cell phones.

3.1.2 Official WST Business

Employees will be reimbursed for travel and business expenses while on approved official WST Business.

3.1.3 PRIOR APPROVAL FOR OUT-OF-REGION TRAVEL

All employees are required to obtain prior written approval for Out-of-Region Travel. The "Out-Of-Region/Travel Advance/Rental Car Request" Form must be completed and forwarded to the Executive Director for approval. Reimbursement for out of-region travel without the Executive Director's approval may be denied.

3.2 TRAVEL PROCEDURES

3.2.1 REQUIRED DOCUMENTATION OF TRAVEL EXPENSES

Procedures for documentation of travel for reimbursement purposes are as follows:

- 1) Receipts should be taped to 8 1/2" x 11" blank white paper and they should be in date order
- 2) Make sure all columns are totaled
- 3) List each day separately and each expense. For example, mileage, meals, parking, etc. If another person's meal was paid for, indicate that on the receipt. If meals or hotel expenses were direct billed, indicate that on the travel form and attach a copy of the direct bill to the travel reimbursement form.

Receipts are required for the following:

- 1) Lodging
- 2) Taxi Fares
- 3) Rental Cars
- 4) Parking

In certain extenuating circumstances, on a limited basis, if receipts cannot be located, a statement signed by the employee detailing the circumstances as to why the receipt cannot be produced as well as all details surrounding the incurred expense will be accepted.

3.2.2 MEAL EXPENSES

Meals are pro-rated for arrival and departure times during the day and will only be paid in conjunction with an overnight stay.

3.2.2.1 MEAL ALLOWANCE

Meals will be reimbursed at the In-State Meal Allowance that is a maximum of \$36.00 per day, effective September 1, 2005. Breakdown is as follows:

Breakfast only	\$ 7.00
Lunch only	\$10.00
Breakfast and lunch	\$17.00
Dinner only	\$19.00

Lunch and Dinner	\$29.00
All Day	\$36.00

3.2.2.2 PER DIEM PAYMENT

Meals will be reimbursed on a per diem basis which will be paid as follows:

- a) Breakfast when leaving designated headquarters before 8:00 a.m.
- b) Lunch when traveling out-of-region during the normal lunch hour noon - 1:00 p.m.
- c) Dinner when returning to designated headquarters after 5:00 p.m.

3.2.2.3 REIMBURSABLE EXPENSES FOR MEALS

Receipts are not required under this per diem policy as outlined in 6.2.1.2 above. Employees will be reimbursed for meals as per the following guidelines:

3.2.2.3.1 OUT-OF-REGION MEAL EXPENSES

Meal expense incurred while attending training, workshops, meetings, and other official program or Board business that occurs out of region in conjunction with an overnight stay. Meal expenses incurred during out-of-state travel will be reimbursed at the federal per diem amount for the particular city/state, as authorized by the Texas Workforce Commission WD Letter 61-05, dated August 31, 2005. Authorized Federal per diem amounts for out-of-state travel can be located at: http://fm.xcpa.state.tx.us/fm/trave/out_of_state/index.php

The Board's Executive Director may be reimbursed for the actual hotel rate, not to exceed twice the Federal Domestic Maximum Per Diem Rates located at the link above. The Director may authorize one or more staff or board members traveling with the Director or traveling on his/her behalf to receive reimbursement of their actual expenses for meals and lodging while attending meetings or conferences not to exceed twice the Federal Domestic Maximum Per Diem Rates. The Director must document the need for such travel and attach the document to each person's travel voucher.

3.2.2.3.2 IN-REGION MEAL REIMBURSEMENT

In-region meals will not be reimbursed.

3.2.2.4 NON-REIMBURSABLE EXPENSES FOR MEALS

Employees will not be reimbursed for the following meals expenses:

- 1) Alcoholic beverages
- 2) Meal expenses incurred while performing regular job functions in region
- 3) Meal expenses incurred for a non-employee except in extenuating circumstances. For example: repositioned agency staff working in WST offices and attending a meeting involving a "working lunch", or ad hoc committee members
- 4) Meal costs incurred without an overnight stay.

3.2.3 LODGING

3.2.3.1 REIMBURSABLE EXPENSES FOR LODGING

Employees will be reimbursed for actual hotel expenses up to \$85 per night (exclusive of taxes) in accordance with WD Letter 61-05 dated August 31, 2005. Official hotel receipts must be attached to the Travel Expense statement in order to receive reimbursement. As approved by modifications to HB 1 from HB 4, SB 1898, and HB 2272, and the Governor’s Veto Proclamation Other Expenditure Limitations, Section 33, viii, WST may exceed the \$85 state rate when a hotel is unable or unwilling to provide a state equivalent rate or when the negotiated conference rates for officially sanctioned conferences or meetings exceed the allowed state reimbursement rates for lodging.

Board Executive Director, and Board members or staff traveling with or on behalf of the executive director may be reimbursed as follows for in-state travel:	
Mileage	44.5 cents per miles based on actual mileage
In-State:	
Lodging (overnight travel)	Actual allowable lodging expense up to \$170 per night
Meals (overnight travel)	Actual allowable meal expenses up to \$72 per day
Out-of-state (within conterminous U.S.	
Actual allowable meals and lodging expenses up to twice the Federal Domestic Maximum Per Diem Rates.	
Board members and staff (other than Board’s Executive Director or those traveling on behalf of executive director).	

Mileage	44.05 cents per mile based on actual mileage
In-State	
Lodging (overnight travel)	Actual allowable lodging expenses up to \$85 per night
Meals (overnight travel)	Actual allowable meal expenses up to \$36 per day
Out of State (within Conterminous US)	
Actual allowable meal and lodging expenses up to the Federal Domestic Maximum Per Diem Rates at : http://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php	

The State rate may also be exceeded if the following circumstances exist:

- It can be documented that the Board has confirmed with a travel agency that no safe lodging is available for less than or equal to the Comptroller’s maximum lodging reimbursement rate for the duty point; or
- It has been documented that the result of staying at the lodging facility (i.e., conference site) would result in a decreased total cost of travel to the state (i.e., no rental car, parking and gas compared to taxi/free shuttle and the additional amount of lodging above the maximum lodging reimbursement rate)

Out of State Lodging

According to WD Letter 61-05 the Board Executive Director, and Board members or staff traveling with or on behalf of the Executive Director may receive reimbursement of actual allowable meal and lodging expenses up to twice the Federal Domestic Maximum Per Diem Rates at http://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php. If the rates change while traveling, the rates in effect on the specific day of travel apply.

Therefore, if Board members and/or Board employees are traveling with the Board Executive Director or on his/her behalf to a meeting or conference the accompanying Board members and/or employees can be reimbursed for actual meal and lodging expenses incurred not to exceed twice the amount that could be reimbursed. There must be documentation to support the need and the approval by the Board Executive Director.

3.2.3.2 NON-REIMBURSABLE EXPENSES FOR LODGING

Employees will not be reimbursed for the following lodging expenses:

- 1) Pay-for-View Movies
- 2) Laundry Services
- 3) Fees for use of workout equipment
- 4) Personal phone calls
- 5) Other personal expenses

If hotel bills are being direct billed, employees must pay for personal expenses prior to departing the hotel. Direct hotel billing should reflect the payment of personal expenses incurred.

3.2.4 MILEAGE

3.2.4.1 MILEAGE REIMBURSEMENT RATE

Reimbursement for reasonable mileage driven on official business in a personally owned vehicle will be reimbursed at a rate established by WST. Currently that rate is forty and one-half (44.5) cents per mile.

3.2.4.2 REIMBURSABLE EXPENSES FOR MILEAGE

Mileage to attend training, workshops, staff meetings, and other official program business, shall be reimbursed using the following method:

- 1) Departure: Lesser of miles from assigned office or personal residence to event site
- 2) Return: Lesser of miles from event to assigned office or personal residence.

If two or more employees are attending the same event, car-pooling is encouraged.

3.2.4.3 NON-REIMBURSABLE EXPENSES FOR MILEAGE

Employees will not be reimbursed for the following mileage expenses:

- 1) Commuting Mileage: Mileage from your personal residence to the first business stop and mileage from your last business stop to your personal residence

- 2) Excessive and/or Unnecessary Trips: Excessive and/or unnecessary trips will not be reimbursed. Employees' travel reimbursements requests will be reviewed by a supervisor and fiscal staff prior to processing.

Employees requesting mileage reimbursement must have a copy of proof of auto insurance on file with the fiscal department. The proof of insurance must be current. Failure to submit copy of auto insurance will delay or negate the processing of the Travel Expense Statement.

3.2.5 TAXI FARES

3.2.5.1 REIMBURSABLE EXPENSES FOR TAXI FARES

Employees will be reimbursed for taxi fares incurred during official WST business including:

- 1) Taxi fare from airport to hotel
- 2) Taxi fare from hotel to restaurant
- 3) Taxi from hotel to training site/meeting.

3.2.5.2 NON-REIMBURSABLE EXPENSES FOR TAXI FARES

Employees will not be reimbursed for the following taxi expenses:

- 1) Taxi fare from hotel to Movie Theater or other entertainment
- 2) Taxi fare from hotel to shopping mall
- 3) Taxi fare from hotel to personal functions or visits to family, friends or business associates.

3.2.6 AIR FARE

3.2.6.1 REIMBURSABLE EXPENSES FOR AIR FARE

Employees will be reimbursed for airfare on an actual basis. All air travel shall be at the lowest available rate. Every effort will be made to coordinate direct billing with a travel agency. Thus, employees request for reimbursement for airfare will be limited and must be approved in advance by the director. All air travel will be booked by the Admin Assistant. The state approved vendor will be used unless lower fares are available elsewhere.

3.2.6.2 NON-REIMBURSABLE EXPENSES FOR AIR FARE

Employees will not be reimbursed for the following airfare expenses:

- 1) Difference in airfare due to change in personal plans
- 2) Airfare for a spouse, other relative, friend, or personal associate
- 3) Charge incurred for ticket changes for personal reasons, including missed flight due to late arrival at the airport.

3.2.7 RENTAL CARS

The use of rental cars is permitted in lieu of public transportation such as taxi, shuttle, bus, plane, or other forms of public transportation. Prior approval from the Executive Director is required for car rentals. Said approval will be obtained by the Executive Director's signature on the Out-of-Region/Travel Advance/Rental Car Request Form.

3.2.8 PARKING

Employees will be reimbursed for parking expenses incurred while on official business. Receipts must be attached to the Travel Expense Statement. Parking expenses incurred in excess of official business travel time periods will not be reimbursed.

3.2.9 TELEPHONE CALLS

Employees will be reimbursed for phone calls to their office or other business related calls.

3.2.10 INTERNET CONNECTION FEES

Employees will be reimbursed for Internet connections for business purposed while traveling on WST business.

3.2.11 BAGGAGE HANDLING FEES

Employees will NOT be reimbursed for baggage handling fees.

3.2.12 CREDIT CARD POLICY

WST authorizes credit cards for employee use. A credit card policy form is required to be executed by staff prior to being issued a credit card. Authorized uses of credit card include, but are not limited to the following:

- 1) Lodging

- 2) Taxi Fares
- 3) Air Fare
- 4) Rental Cars
- 5) Parking

All other policies and procedures applicable to 1-5 above apply.

3.2.12.1 CREDIT CARD PROCEDURES

- 1) No annual fee will be paid for the credit card.
- 2) Each individual in possession of a WST credit card is responsible for the custody of that card. Policy on lost cards is spelled out in detail in the above referenced documents.
- 3) Upon receipt of each statement the Administrative Assistant reconciles each charge on the bill against the purchase orders.
- 4) The Executive Director has final approval of the credit card billing.
- 5) The statement is forwarded to the Finance Officer for payment and appropriate charge against funds.
- 6) It is the intention of the Board to always pay charges in full in a timely matter to avoid interest charges. Each Staff member has a maximum limit amount.

3.2.13 TRAVEL ADVANCES

Employees may request a travel advance by properly completing the "Out-Of-Region/Travel Advance/Rental Car Request" Form, indicating the destination and purpose of the travel. The Request must also indicate the amount of advance requested. The Request must be submitted to the Executive Director for approval. Upon receipt of approval, the form should be forwarded to the fiscal department for processing. If out-of-region travel is required, but no advance is

necessary, this form needs to be completed for the Executive Director's approval with no dollar amount indicated.

3.2.13.1 TRAVEL ADVANCE PROCEDURES

- 1) The Finance Officer receives the authorized travel advance request and prepares a check in that amount, made out to the employee.
- 2) The Finance Officer maintains the request on file to verify the amount of the travel advance.
- 3) While on travel, the employee retains all receipts for allowable costs. Such costs are outlined in the above referenced documents.

At the end of each month the employee prepares the Expense Report including all travel expenses. See Section 5.23.4.1 - Travel Expense Report Procedures for details of Expense Reports.

3.2.14 OUT OF STATE TRAVEL

Out of state travel may be approved for national conferences. The following rules apply:

- 1) Hotel rates will be the conference rate
- 2) Per Diem will be in accordance with the Federal rate (see exceptions in **3.2.2.3.1**)
- 3) Mileage is currently reimbursed at the rate of forty and one-half cents (40.5) per mile. All other policies on mileage apply.

3.2.15 FOREIGN TRAVEL

Foreign travel, except to Canada and Mexico, is expressly forbidden by H.B. 1 and is therefore not allowed by the WST.

3.3 REQUIRED TRAVEL FORMS

3.3.1 TRAVEL EXPENSE STATEMENT FORM

Travel reimbursement request forms should contain enough detailed information to explain whom you met with where, why, and when travel occurred. Examples follow:

- 1) Gainesville One Stop office to attend staff meeting

- 2) Grayson County College to meet with the Director about agreement
- 3) Education Plus Center to meet with ISD officials
- 4) Attend TWC WIA Eligibility Training

All Travel Expense Statement forms and required receipts as detailed in 6.2.1 shall be submitted to the Admin Assistant for review and initialing. The Admin Assistant will then forward to the Executive Director for approval prior to submission to the Fiscal Department.

3.3.2 OUT-OF-REGION/TRAVEL ADVANCE/RENTAL CAR REQUEST FORM

The Out-of-Region/Travel Advance/Rental Car Request Form is required to be filled out by all employees for travel outside of the Texoma region. This is also the form to be filled out if there is a request for a travel advance or if there is a request for a rental car. This form is to be submitted to the Executive Director for review, initialing, and approval prior to submission to the Fiscal Department.