

EASTERN WASHINGTON PARTNERSHIP

WORKFORCE DEVELOPMENT COUNCIL

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WDC Policy #: 105
Effective Date: 7/1/00
Revision Date: 5/2/16

SUBJECT TRAVEL REIMBURSEMENT

PURPOSE

This policy is designed to provide members of the Workforce Development Council (WDC) and Regional Board with the travel reimbursement policies and procedures governing Council-related business travel.

BACKGROUND

In the agreement designating Northeast Washington Rural Resources Development Association as the Grant Recipient and Administrative Entity for Workforce Development Area X, the WDC agreed to adhere to the State Travel Reimbursement Policy as authorized by the Office of Financial Management (OFM).

POLICY

Members of the WDC and Regional Board will be reimbursed for Council-related travel expenses according to the State Travel Reimbursement Policy as authorized by the OFM. The OFM Policies and Regulations Manual, Travel Regulations, states that except as otherwise provided by law, those individuals who serve without compensation on any part-time board, commission, council or committee established by the executive, legislative, or judicial branch, which has responsibility for the administration or policy direction of a state agency or program, are to be paid the daily per diem rate specified in WAC 82-28-050(1) for each hour spent traveling to, attendance at the meeting, and returning to home. Travel reimbursement in designated high cost locations is to be at the high cost maximum per diem rate for the specific locality.

In general, members will be entitled to the cost of transportation and a per diem rate to cover lodging, meals and general travel expenses. Other expenses may be reimbursable if an itemized receipt is submitted with the travel voucher for approval by the Administrative Entity. The following guidelines are based on the Policies and Regulations Manual of the Washington State OFM:

1. Per Diem/Subsistence Allowances—Per diem and subsistence allowances are calculated from the time of the Council member's departure from their official station/residence until time of arrival back to the official station or residence, whichever is closer. A per diem allowance will

be reimbursed when a Council member secures lodging from a commercial facility. A subsistence allowance will be reimbursed when no lodging expenses were incurred.

Per diem and subsistence rates depend on whether the location where business is conducted is designated as a high cost or non-high cost area. (Attachment 1) outlines per diem and subsistence allowances for non-high cost areas and high cost areas in Washington State. A list of the rates for high cost areas in other states is available from the Administrative Entity.

2. Overnight Lodging—Reimbursement for overnight lodging is covered by the per diem allowance. Council members should request government rates whenever making hotel reservations necessitated by Council business. Those Council members who opt to stay in private accommodations in the designated city will receive a subsistence allowance, but will not receive per diem for overnight lodging. Although it is the responsibility of the Council members to make their own arrangements for accommodations, WDC staff will normally reserve a block of rooms in the hotel where business is being conducted for the convenience of the Council.

3. Privately Owned Vehicles—Council members who travel to and from Council meetings or business in their own vehicles can be reimbursed for mileage at the current rate approved by the State of Washington. Mileage between points in the state shall be determined on the basis of the distances shown on the latest Washington State Transportation Commission Map (Attachment 2). Vicinity miles will be determined by the separate odometer readings for each day's travel.

4. Air Fare—When air travel is necessary for Council business, Council members will be reimbursed for the full expense of tourist class air travel between their place of residence/ business and city where the Council meeting or business is being conducted.

Council members are responsible for making their own airline reservations and ticket arrangements. Unless other arrangements are made, Council members will pay for their airline tickets and will be reimbursed by Rural Resources after submitting a receipt for the ticket with a travel voucher; if other arrangements are necessary, contact WDC staff.

5. Other Transportation—Council members will be reimbursed for tourist class rates on other common carriers used to travel between airports or other points of arrival and the meeting place upon presentation of original receipts for these expenses with a travel voucher.

6. Miscellaneous Expenses—Expenses essential to the transaction of Council business are reimbursable. These expenses include taxi fares, parking fees, bridge and ferry tolls, registration fees, fares for busses, railroads, or other common carriers used to travel between airports or other points of arrival and the meeting place.

Reimbursement of these expenses will be made upon presentation of original receipts with a travel voucher.

7. Unallowable Costs—These items may not be charged directly as travel expenses:

- Long distance telephone calls not related to Council business
- Alcoholic beverages
- Tips and gratuities

- Valet service, room service, television rental, etc.
- Parking/traffic tickets, medical and hospital services incurred while on Council business
- Travel insurance
- Taxi, bus fare, car rental costs, and other transportation costs incurred in transit to places of entertainment after business is conducted
- Transportation costs between a Council member's place of residence and place of business
- No reimbursement is allowed for extra time spent in the designated city if the Council member travels to the meeting area ahead of schedule or remains there following the completion of Council business for his or her own convenience
- If the Council member returns to his or her residence for personal convenience, the maximum reimbursement allowed is the lesser of the travel expenses—those incurred in returning, or the amount allowed if she/he had elected to remain at the place of Council business.
- Reimbursement for foreign travel

8. How to Claim Reimbursement—At each meeting Council members will be given a Travel Voucher and Expense Schedule (see Attachment 3) to sign in the lower left corner. Council members will also receive a travel information form (see Attachment 4), which is a simplified version of the Travel Voucher and Expense Schedule. Staff will use the information submitted on this form to complete the regular travel voucher. Attach all receipts to the completed travel information form and give it to staff in attendance at the meeting or mail it with the signed Travel Voucher and Expense Schedule to:

Rural Resources
Rod Van Alyne
956 S. Main
Colville, WA 99114

Vouchers should be submitted as soon as possible, particularly if the meeting was scheduled for the end of the month. As often as possible, vouchers should be mailed in the same month in which the travel occurred.

Checks will be mailed out two to three weeks after the paperwork arrives in Colville. If a check has not arrived within that time, please contact WDC staff.

Contact WDC staff any time questions arise regarding travel.