

# **Kings Community Action Organization**

## **Administrative Policy**

**AP 4140**

**Finance:**

### **Travel Policy**

**Purpose:** This policy ensures that employee travel is consistent with the business objectives of KCAO. It also ensures fair and equitable treatment of employees by defining the procedures for authorized business travel and guidelines for expense reimbursement and travel time compensation.

#### **Policy**

A critical balance between KCAO's need for cost effectiveness and the employee's need to provide quality services and support must be struck when an employee requests travel reimbursement. Employee travel should be via the lowest cost alternative and consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations should be used.

Employee travel, and the expenses associated with it, will be authorized only in circumstances which are clearly consistent with the mission of KCAO. It will be the responsibility of each authorized individual to ensure that all employee travel meets this objective and that reimbursement is made only for actual, reasonable business expenses in connection with authorized travel as defined in this policy. In order to maintain control over expenditures, any expense submitted which does not comply with the guidelines of this procedure will not be reimbursed, unless accompanied by a valid exception by management. Expense reports must be submitted in a timely manner.

All travel must be requested using the official KCAO "**Travel Request and Authorization Form**" which can be obtained on the Intranet.

#### **Procedures**

##### **In-County Travel:**

Travel within Kings County shall be made using a company vehicle or the employee's personal vehicle if a company vehicle is not available. When using a personal vehicle, mileage will be reimbursed at the then-current IRS rate. Mileage reimbursement may be authorized for travel from one worksite to another worksite. Mileage to and from the employee's home and their assigned worksite is not a reimbursable expense.

In some cases an employee may travel from home to a worksite other than the regularly assigned worksite or from an alternative worksite to home. In these cases, reimbursable miles shall be any mileage that exceeds the amount employee incurs to and from their regularly assigned worksite.

Meals shall not be a reimbursable expense during in-county travel unless necessary and approved by the supervisor and Department Director. If an in-county meal is authorized, it must include an itemized receipt and business justification for the meal. The business justification may be in the form of a written summary outlining the business discussed, or an agenda of business items discussed at the working lunch.

Employee travel time to and from their regularly assigned worksite is not-compensable time. In some cases, an employee may be assigned an alternative worksite. In these cases, an employee may be entitled to compensation for travel time that exceeds their usual travel time between home and regularly assigned worksite.

Employees may be required to travel throughout the day to perform tasks at locations other than their regularly assigned worksite. These instances may include, but are not limited to, attending community events, delivering client information, attending offsite meetings, etc. If employee is required to participate in tasks at locations other than their regularly assigned worksite throughout the day, all mileage is reimbursable upon proper request. Employee is not entitled to mileage reimbursement if they are using a company vehicle to make travel to these locations. Additionally, all time taken to travel to/from and attend/participate in such tasks are compensable time. Employee is not entitled to compensation if attendance of events/tasks/trainings is not required by KCAO. Employee is not entitled to compensation for any time used for personal matters (i.e. child pick up/drop off, non-work related errands, etc.)

All in-county travel must be approved by the supervisor and Department Director or his/her designee. Employee must submit all in-county travel and applicable mileage reimbursements to their supervisor within thirty (30) days of travel. If an extension is needed to submit travel time/mileage reimbursements, such extension must be requested by Employee to be approved by supervisor.

**Out-of-County Travel:**

Out-of-county travel to other counties within the region (Fresno and Tulare Counties) shall follow the same guidelines as in-county travel, except that meals will be reimbursable when travel exceeds a fifty (50) mile radius of employee's usual worksite, unless overnight stay is necessary.

1. Travel outside the region as defined as Kings, Fresno, and Tulare Counties, but within the state must be approved by the supervisor, department director, and Deputy Executive Director (for travel of Program Departments).
2. All out-of-state travel must be approved by the supervisor, Department Director, Deputy Executive Director (for travel of Program Departments) and Executive Director.

3. Out-of-state travel for the Executive Director and any individual member of the Board of Directors must be approved by the Board of Directors.

All out-of-county and out-of-state travel will use the following guidelines:

**Management Responsibility:**

Program Directors should know the current travel policy and inform their departmental staff of agency policy and procedures and approve travel when:

1. The travel is reasonable and necessary.
2. The program budget has sufficient funds designated for the travel.

**Employee's Responsibility:**

Employees should know the current travel policy, use reasonable judgment when incurring expenses, and:

1. Incur only expenses that are consistent with the business needs, and exercise care in determining appropriate expenditures.
2. Submit expense reports as outlined in the expense section on this policy, on a timely basis (within 5 business days after returning from the trip). If an employee does not settle their advances after five (5) working days and two (2) written notices they may be subject to disciplinary actions.

**Method of travel:**

The Department Director, Deputy Executive Director, Executive Director, and Board of Directors will authorize travel using the most economical and efficient means appropriate. This may include travel by air, train, company vehicle, employee's personal vehicle, or rental car. The form of travel must be pre-approved by the supervisor using the Travel Request and Authorization form. Reimbursement of mileage when using a personal vehicle shall be at the then-current IRS rate.

If employee is traveling by air, train, or bus, that employee may be entitled to mileage for travel to and from airport, train station, or bus stop, if distance is in excess of their usual worksite distance. All out-of-county travel must be approved by the supervisor and Department Director. Employee must submit all out-of-county travel and applicable mileage reimbursement amounts to their supervisor within thirty (30) days of travel. If an extension is needed to submit travel time/mileage reimbursements, such extension must be requested by Employee to be approved by supervisor.

**Compensation for Events and Conference Attendance**

Employee may be required to travel to attend work related events and or trainings. If KCAO is requiring such attendance, employee is entitled to compensation for any travel time to and from location in excess of their normal travel time to and from usual worksite. If site of event or training is located a farther distance than employee's usual worksite, employee may be entitled

to mileage compensation for excess mileage. Employee will also be compensated for all time employee is in attendance at event or training. Employee is not entitled to compensation for time used for meals, or any recreational non-work related activities.

**Actual Meal Expenses and Cash Advances:**

1. Allowable, reasonable, and necessary costs for meals will be reimbursed up to the established per diem amount, when applicable.
2. Non-reimbursable expenses include, but are not limited to: Alcoholic beverages, airline club dues, rental car club membership fees, airline head seat rental, in-room movies, fines for traffic violations, insurance on life or personal property while traveling, purchase of clothing and/or other personal items, expenses for family, child, pet, home and property care while on a trip.
3. Advances are to be paid for foreseen expenses like mileage (when personal vehicle is used), parking, gas (when personal or agency vehicle is used) and luggage check in expenses (when it is in air travel). Other advances, unless clearly identified, will not be allowed.

**Per Diem:**

In lieu of actual expenses, employees may be encouraged to use the per diem travel method.

1. Per Diem will be paid to the employee based on the United States General Services Administration guidelines. When funding sources only permit a lower per diem, then other funds will be utilized, when funds are available, to increase the per diem to the United States General Services Administration guidelines.
2. Per Diems will be provided for meals only when travel exceeds a fifty (50) mile radius of employee's usual worksite, unless overnight stay is necessary.
3. If advances are given to an employee for incidentals such as parking fees, taxis, luggage, etc., the employee should keep all receipts and return any unused funds to the agency. Whenever possible the employee should try and use his or her own funds to pay for these and submit receipts for reimbursement.

**Expense Reporting:**

1. Allowable and reasonable expenses are reimbursed in accordance with the provisions of this policy and procedure.
2. Employee must submit expense reports for travel outside the region within five (5) working days after returning from travel. Failure to submit expense reports within five (5) working days may disqualify the employee from receiving reimbursement for expenses incurred while traveling on KCAO business and or subject to discipline.
3. The following items must be included, or attached to, the expense report when submitting it for payment:

- Copy of Travel Request and Authorization form signed by the authorized individual(s).
- Original receipts for meal, lodging, air or auto transportation, tolls, gasoline, and any other business expenses. Submission of original receipts for meals are only necessary if a per diem was not received by the employee.
- Explanation of any deviation from policy, unauthorized vendors, lodging or transportation, and/or charges submitted "in lieu of" normal expenses.
- Any unused funds provided as advance.

**Note:** Employees should return all original receipts to the Finance Department for audit purposes and keep copies of receipts for their personal records.

**In some cases a funding source may have specific requirements regarding travel and meal reimbursement. In those cases the regulations of the funding source shall supersede this policy, where applicable.**

The Executive Director or designee may develop administrative guidelines to enforce a fair and consistent application of this policy.

Adopted by Board of Directors: 12-21-2011

Revised and Approved on: 4-17-2013

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