

South Central Workforce Development Board (SCWDB)



POLICY: EXPENSE REIMBURSEMENT POLICY

EFFECTIVE DATE: OCTOBER 31, 2017

POLICY NUMBER: 2017-16

SUBJECT: EXPENSE REIMBURSEMENT POLICY

PURPOSE:

To assist employees in reporting expenses incurred while conducting Foundation business activities.

EFFECTIVE DATE: October 31, 2017

ACTION REQUIRED:

Within 15 days of the receipt of this policy it is the recipient's (e.g., CEO) responsibility to ensure all staff are informed of the policy and to create an internal process to ensure accountability.

POLICY:

The Foundation expects employees to act responsibly and professionally when incurring and submitting costs. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization.

The Foundation does not pay for local travel to and from the office. If employees use their vehicles for business travel, mileage will be reimbursed as per the IRS Standard Mileage Rates for Business and for appropriate parking fees. The Foundation will not be responsible for fuel, maintenance, traffic or parking violations.

General guidelines

- Original receipts are required for reimbursement of all expenses except for per diems. These expenses include:
 - Original boarding passes for airplane / train travel
 - Credit card receipts
 - Detailed merchant receipts
- Receipts must be accompanied by a summary which outlines:
 - The nature of the expense
 - The name and titles of the individuals involved
 - The purpose for the expense
- Expense summaries must be submitted with receipts and approved by the CEO for any staff. The Fiscal Agent shall approve submission of the CEO.

- All expenses and summaries must be submitted within 30 days to the CEO for payment.

Telephone guidelines

When an employee uses their personal cell phone for business purposes, they will be reimbursed monthly for up to \$100 dollars. The CEO, in conjunction with the employee, will make a determination for each employee, based on the employee's role and job function, how much they will be reimbursed on a monthly basis. A receipt, e.g. a copy of the employee's monthly phone bill, submission follows the General Guidelines above.

Travel guidelines

- Employees are encouraged to fly coach class with the lowest available airfare for non-stop travel.
- If a car rental is required, employees are requested to rent mid-sized or compact vehicles. Employees will be reimbursed for the fuel costs associated with renting a vehicle.
- Employees will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.
- Per Diem rates for meal and incidentals will be provided; no receipts are required. For the per diem amount paid for each day of travel the Foundation will use the General Service Administration per diem rate set for each location of travel, found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Per Diem rates will not be paid where other meal arrangements are provided. For example, a luncheon included with an event.
- For WIOA related travel the following state guidelines will be utilized:
 - In State Travel (overnight required with exception of dinner which may be reimbursed if travel occurs between the full time of 6:30 pm and 9:00 pm)
 - Breakfast: \$8.00
 - Lunch: \$10.00
 - Dinner: \$18.00
 - Out of State Travel
 - Breakfast: \$10.00
 - Lunch: \$11.00
 - Dinner: \$23.00
- The following list includes examples of non-reimbursable expenses:
 - Personal travel insurance
 - Personal reading materials
 - Childcare
 - Toiletries, cosmetics, or grooming products
 - Expenses occurred by spouses, children, or relatives
 - In-room movies or video games
 - Sporting activities, shows, etc

If the WDB contracts with a fiscal agent for the purposes of WIOA, and if that policy is more restrictive, then when WIOA funds are expended on travel, the fiscal agent procedures shall be followed. For any other funds received, the WDBs policy stands.

Any questions related to the content of this policy or its interpretation should be directed to the CEO.

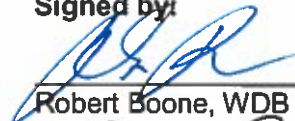
Approved:

12-14-2017
Date of WDB Approval


12-5-2017
Date of Governance
Committee Approval

12-15-2017
Date of Non-Profit Approval

Signed by:


Robert Boone, WDB Director


Chair, Governance Committee


Robert Boone, Non-Profit CEO