

Northwest Workforce Council

POLICY AND PROCEDURE DIRECTIVE

EFFECTIVE DATE: August 17, 2001

SUBJECT: Travel Cost Reimbursement Policy (NWC Members and Staff)

REFERENCE#: WIA 01-19 (Revise May 2006)

The Northwest Workforce Council (NWC) is a non-profit corporation organized in the State of Washington. The NWC is governed by a Board of Directors (members) who represent from the public and private sectors in the Northwest Workforce Development Area. The NWC hires staff to carry out its policy decisions and manage the day-to-day business of the corporation.

It is the policy of the Northwest Workforce Council (NWC) to pay for travel and other expenses incurred by NWC members and staff when on official business for the NWC under the Workforce Investment Act. Members and employees are to exercise prudent judgment in incurring travel expenses on official NWC business. Excessive or unnecessary expenses are not to be approved or reimbursed.

This Policy is based on the Office of Management and Budget Circular A-122, *Cost Principles for Nonprofit Organizations* and on applicable federal and state rules and regulations.

- 1) Reimbursement for allowed costs, which include but are not limited to: transportation, travel, meals and lodging shall be made to NWC members and staff for attending meetings, conventions, training and other regular business functions while on NWC business.
- 2) NWC members and staff will be reimbursed for allowed costs. An expense receipt is required for all claimed reimbursements except for the following noted expenses:
 - a) Mileage allowance for use of a personal vehicle (see 4.b.).
 - b) Day parking fees of less than \$15.00.
 - c) Transit fares, ferry fares, bridge and toll fees, taxis and limousine fares when conducting official agency business of less than \$25.00.
 - d) Subsistence allowance (Meals & Incidental Expenses) as described in 5.a.+b., below.
- 3) NWC members and staff will use less than first class air accommodations when traveling by commercial air carrier except when those conditions cited in paragraph 55(c) of attachment of OMB Circular A-122 exist and are described.

The NWC may request board and staff members to travel at off-peak times and/or require a Saturday night stay to lower airfare costs. The NWC will reimburse staff and board members for meal and lodging costs if such a request is made so long as total costs result in a net saving to the NWC.

4) Allowed Costs

- a) Airfare between NWC members, and/or staffs, place of residence/business and the city where NWC business is being conducted.
- b) Mileage for a privately owned vehicle used to and from NWC meetings or while on NWC business at the current rate per mile allowed for a Private Owned Vehicle by the Internal Revenue Service.
- c) Other ground transportation such as tourist class rates on common carriers other than airlines and vehicle rentals.
- d) Miscellaneous expenses necessary to transact NWC business such as taxi fares, parking fees, bridge and ferry tolls, registration fees;
- e) Overnight lodging at standard room rate or less, including any tip or gratuity, at a commercial lodging facility as necessary for conducting NWC business;
- f) Subsistence Allowance (Meals & Incidental Expenses) when conducting NWC business;
- g) Room service meals to the extent that it is for meals and does not exceed the limits in 5.a.+b.
- h) Long distance telephone charges to the personal residence (up to one call per each 24-hour overnight stay and \$10.00 per day).

5) Subsistence Allowance for Meals and Incidental Expenses

NWC members and staff may be reimbursed for the cost of meals and incidental expenses within the limits provided below when the member or employee is:

- i) in travel status outside the Workforce Development Area while representing the NWC
- ii) while representing the NWC at a meeting within the Workforce Development Area when such meeting is conducted during a meal such as with the Chamber of Commerce; or
- iii) when attending a formal meeting of the Council or when one of its Committee meetings is conducted during or as part of a meal; or,
- iv) at a business meeting or training conducted in conjunction with a meal where staff attendance is required and is conducted by the Executive Director or designee
- v) when the NWC member or staff is traveling away from his or her office for 11 or more hours while remaining within the Workforce Development Area. Example: a Bellingham staff member is traveling to Friday Harbor on NWC business, leaving at 6:00 a.m. and returning at 5:00 p.m. Since this staff person traveling with the Workforce Development area on NWC business for 11 hours, he or she staff would qualify for the actual expense or standard subsistence allowance.

Such meals are reimbursable within the requirements of 5.b. Other meal costs incurred within the Workforce Development Area (Island, Whatcom, San Juan and Whatcom Counties), unless described above, are assumed to be a personal (non-reimbursed expense of the employee.

- a) Actual Expense. An NWC board member may be elect to be reimbursed for the actual cost of each meal and incidental expenses, including a reasonable (up to 20% tip or gratuity, incurred while conducting NWC business. Reimbursement shall not exceed the per meal limits established below in 5 b.
- b) Standard Subsistence Allowance. In general, an NWC board member or staff are reimbursed through the following travel expense rate system.

Travel expenses for “meals and incidental expenses (M&IE)” are reimbursed at the travel expense rates allowed by the Internal Revenue Service. See Publication 1542, Table 2. Maximum Federal Per Diem Rates. The most current standard rate for M&IE will apply to all locations within the continental Unites States (CONUS) not specifically listed in Publication 1542, Table 2 as a high cost location. No meal or incidental expense receipts are needed. Incidental expenses include: (1) laundry, cleaning and pressing of clothing and (2) fees and tips for persons who provide services, such as porters and baggage carriers. Incidental expenses do not include taxicab fares, lodging taxes, or the cost of telephone calls.

If a NWC member or staff travels to more than one location in one day, use the rate in effect for the area where the participant stops for sleep.

One day of subsistence allowance is provided for each 24 hour period spent away from the office. When a NWC member or staff is in travel status for a portion of a whole day, the M&IE rate is prorated based on the number of hours spent away from the office.

Where the cost of identifiable meals is included in the registration fee of a meeting, conference or convention, such meals will be deducted from the Subsistence Allowance at the above meal rates.

In no case will reimbursement exceed the daily rates in 5.a. or 5.b. above unless, in certain exceptional circumstances, the Executive Director authorizes a higher rate for the convenience of the Corporation, e.g., when a meeting meal must be catered.

6) Unallowable Costs

- a) Long distance telephone costs not related to NWC business with the exception of Section 4. h above;
- b) Alcoholic beverages;
- c) Valet service (except as noted in 4.g.), television rental, etc.:
- d) Parking fines, traffic violations, medical and hospital services incurred while on WDC business;
- e) That portion of room rental rates shared with non-WDC member or staff in excess of the single occupancy rate;
- f) Transportation costs between a staff's place of residence and normal place of business.

- 7) NWC members are considered to be on travel status whenever engaged in WDC business.
- 8) Out-of-state travel by NWC board members and staff when the estimate of costs is in excess of \$1,500 shall be approved in advance by the Executive Director.
- 9) Council members or staff members who share accommodations are reimbursed for half the cost of lodging. Questions or requests for interpretation should be directed to the Executive Director of the NWC.