

CUMBERLANDS WORKFORCE DEVELOPMENT BOARD TRAVEL POLICY

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business. CFR 200.474 states, "Such costs may be charged on an actual cost basis, on a per diem or mileage basic, in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-Federal entity's non-federally-funded activities and in accordance with non-Federal entity's written travel reimbursement policies." Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy.

The Travel Policy of the Cumberland Workforce Development Board is in accord with the Super Circular A-CFR-200 travel regulations. This Board will pay actual room rates, except that room rates for conferences shall not exceed the rates of conference hotel and cannot exceed high-rate geographic areas. Employee meal expenses will be paid on per diem basis according to the rates determined by 200 KAR 2:006. Board members, in carrying out Council business, shall be reimbursed monthly provided the following conditions are met:

- A) Expenses must be itemized and properly identified on travel expenses vouchers, supported by receipts, except for meals which will be paid per 200 KAR 2:006.
- B) Trip reports are completed and submitted to the authorized District authority.
- C) All expense vouchers must be approved for payment by the Department Director and Executive Director or designee.

For air travel, persons who use commercial carriers on official business must use less than "first class" accommodations unless the carrier offers only "first class" or other space is not available. Under justifiable circumstances and for expediency, the Executive Director may authorize other travel means including charter aircraft, rental car, etc. For travel over extended distances, the cheaper mode of transportation will be reimbursed (airplane vs. auto).

The use of private vehicle for Board travel shall be approved in advance by the Executive Director or their designee.

The mileage compensation for Board Members using private vehicles shall not exceed the amount per mile as authorized by state authority. The allowance will be computed on a mileage basis through the use of MapQuest. Any substantial deviation from distances shown on the voucher from the standard highway mileage guide will be explained. "In town" travel will not be reimbursed unless previously authorized by the Executive Director or their designee.

An advance of funds may be granted to a traveler in an amount to cover reimbursable travel expenses, provided all previous advances have been liquidated. Advances will be granted for out-of-state travel only, and the amount of the advance may not exceed the amount of the traveler's reimbursable expenses. A properly completed expense voucher shall be completed and submitted. All advances will be taken from those allowable expenses charged.

This policy has been reviewed and addresses the concern of federal and state officials and the necessity of fiscal accountability.

Subject to budgetary limitation, Board members will be reimbursed for allowable expenses, for travel, as aforementioned, provided the following conditions have been satisfied.

A) In order to be eligible for Travel Reimbursement the individual must have attended at least 75% of the meetings in the past 12 months or since their appointment.

B) No expenses shall be reimbursed to persons other than Board Members except designees who shall have attended at least two-thirds of the preceding meetings or persons specified by the Board of Directors.

C) In the event funds are insufficient to reimburse all those eligible for out-of-state travel, the following priorities shall be followed: Board Chairperson; Vice Chairperson; members of the Executive Committee; Committee Chairperson; one person per county, to be determined on a basis of attendance at Board Meetings.

D) It shall be the policy of the Workforce Investment Board, concerning in-state conference, and out-of-state conference travel, that when an individual requests a slot or slots to attend specific conferences, and the District has made arrangements and expended funds based on the individual's request, that if cancellation occurs for any reason other than a medical emergency, the individual canceling will be required to reimburse the District for any and all funds expended that the District cannot recover from airlines, hotels and conference sponsors.