

EMPLOYEE TRAVEL POLICY

▲ POLICY

UMCHS, Inc. may provide travel expense reimbursements and/or cover lodging expenses to staff when attending trainings or meetings for agency business following criteria set forth in the procedures. This may include mileage, lodging, and/or per diem.

▲ DEFINITIONS

- **Local Travel**—Trips of less than 150 miles (one-way) when overnight lodging is not required.
- **Non-Local Travel**—a trip of more than 150 miles (one-way) or overnight lodging is required.
- **Reimbursement Rates**—the rate in which expenses incurred while traveling will be reimbursed.
- **Mileage**—Costs for use of a privately owned vehicle will be established by the agency's fleet rate cost per mile.
- **Meals and Incidental Expenses (M&IE) Allowance (Per Diem)**—the amount paid to cover the cost of lodging, meals and incidental expenses, in lieu of paying actual costs. Rate established by General Services Administration.
- **Lodging Expense Allowance**—Actual lodging costs incurred up to the applicable ceiling price will be reimbursed. A lodging benefit of \$30 will be provided to employees who choose not to stay in lodging offered by the agency.

▲ LOCAL TRAVEL REIMBURSEMENT

- **Mileage Reimbursement:**
 - To receive mileage reimbursement for use of a privately owned vehicle, a local mileage reimbursement form must be submitted to the fiscal office. This form shall be submitted with the time sheet at the end of the month during which the travel occurred. The starting and ending odometer readings, total miles traveled, and the reason for the trip (i.e., which account fund to charge the trip to) must be listed. The employee must sign, attesting to the accuracy, and the supervisor must sign, indicating approval for payment.
 - Agency-owned vehicles, when available, should be used for travel. Employees choosing to drive privately owned vehicles when an agency vehicle is available may be denied reimbursement. Using personal vehicles when agency vehicles are available must have prior approval from the Executive Director.
 - **Standard Mileage**—Certain communities within the UMCHS service area are traveled to frequently and the distance between them well known. When traveling between communities, employees can refer to Web based mapping software (Googlemaps, Mapquest etc.) and the starting and ending odometer readings omitted from the travel reimbursement form. If actual odometer readings are used, substantial variations from the standard should be explained on the reimbursement form. The Executive Director may disallow mileage over the standard if adequate justification is not presented.

- **Per Diem and/or Meal Costs**—No per diem or meal costs will be reimbursed when an employee is traveling locally, even if such travel takes them away from their assigned duty station during the normal meal time.
- **Travel To and From Work**—Mileage will NOT be paid for travel between home and work, except as noted below. Mileage incurred for agency-related business while traveling to and from home and work will be reimbursed on extra miles traveled.
 - Example - Travel from office in Pendleton to home in Hermiston (30 miles) and run errands around Hermiston for agency (3 miles). A three mile reimbursement would be allowed.
- **Travel to/from Staff Meeting and Local Required Training**—Employees that are paid travel time for these events and are covered by SAIF. To limit the liability of the agency, employees will utilize the provided transportation. Staff that carries appropriate insurance coverage may be asked to be a car pool driver and will be reimbursed for their mileage in these instances.
- **Notification to Insurance Carrier of Work Use for Vehicle**— Employees who use their vehicle for work related business (home visits, shopping, etc.) will be required to provide proof of insurance coverage and liability limits.

▲ **NON-LOCAL TRAVEL REIMBURSEMENT**

- **Prior Approval**—all non-local travel must be approved in advance by the Component Director. This is accomplished by filling out a Travel Expense Report. After the Director approves the request, the white copy of the report is submitted to the fiscal office. The employee should retain the yellow and pink copies to be completed after returning from travel.
- **Per Diem**—to receive per diem, the approved travel request (white copy) should be received by fiscal office at least three days before the day the advance is needed. Advances will be determined based upon the length of time the employee is traveling and the area being traveled to. In no instance will an amount for mileage be advanced.
 - **Reimbursement**—the same Travel Expense Report (yellow and pink copies) is used as a return travel form. After completing return travel information on the yellow and pink copies, the report should be filed with the fiscal office (not more than five working days after returning). The employee must sign attesting to the accuracy and the Deputy Director must sign and code indicating approval for payment. Motel receipts, charge card receipts, and used public conveyance tickets must be attached. Receipts for meals and incidental expenses are not required.
 - **Per Diem Regulations**—Per diem rates include a maximum amount for lodging expenses and a fixed amount for meals and incidental expenses. These rates are listed in a table updated regularly and can be obtained from the Administrative Services office. Employees are responsible for using the most current rate. No other rate can be reimbursed.
 - **Maximum Lodging Expense Allowance**—the employee will be reimbursed for actual lodging costs incurred up to the applicable ceiling price. Receipts for lodging (which includes taxes) are required.
 - **Meals and Incidental Expenses (M&IE) Allowance**—the M&IE fixed allowance, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. It covers (1) meals, including tips and taxes, but excluding alcoholic beverages, entertainment and expenses incurred for other persons; (2) incidental expenses, including fees and tips to porters, bellhops, baggage carriers, maids, stewards, etc.; laundry and cleaning and pressing of clothing; transportation between lodging and places where meals are taken; and telegrams and telephone calls necessary to reserve

accommodations. For partial days of travel, the M&IE rate shall be prorated according to the quarter system described below.

- Travel days to and from the event will receive three (3) quarters of the applicable M&IE rate for that destination, unless an additional quarter is authorized by the Executive Director. **Exemption:** When the travel is to an agency sponsored event where the agency provides meals, the per diem rate received will be two (2) quarters of the applicable M&IE rate
- **Unusual Circumstance**—the Executive Director may approve payment of actual expenses for travel to a non-high rate-area or payment of expenses in excess of the daily maximum of a high rate area. To be approved, there must be some reason that is beyond the control of the person traveling for incurring the additional expenses. For example, an employee attends a meeting where lodging must be secured at a prearranged place and the lodging costs absorb all (or practically all) of the maximum allowance.
- **Travel Reimbursement by Other Agencies/Groups**—When an employee attends a meeting where travel costs are going to be paid by another agency or group, a travel authorization must still be completed and approved. The employee will receive reimbursement based upon travel policies and reimbursement rates (if given an advance and/or pays bills prior to reimbursement). The payment from the outside agency/group will then go to offset the costs. If a check is not issued, the reimbursement from the outside group/agency will go directly to the employee.
- **Personal/Leisure Travel While Traveling for Agency Business**—Program will not pay travel costs, i.e., mileage, cab/bus fare, etc. for an employee who takes personal/leisure side trips while on agency business. Such activities may include visiting friends/relatives, going sightseeing, traveling excessive distances to obtain meals or lodging because of personal preference, etc.

▲ TRAVEL OF LESS THAN 8 HOURS

Per Diem allowance is not allowed

▲ TRAVEL OF MORE THAN 8 AND LESS THAN 24 HOURS

When the entire trip is less than 24 hours, the per diem will include the M&IE rate, prorated as ~~below~~ listed above. If more than one location is visited in the period, then the highest M&IE rate should be used for the calculation. If lodging is required, then the rules for travel of more than 24 hours apply.

▲ TRAVEL OF MORE THAN 24 HOURS

• LODGING

- A reasonably priced room will be booked and paid for by the agency prior to travel.
- **Groups**—when a group of employees is attending the same function. Staff will be asked to share a room unless they are in a supervisory relationship, members of the opposite sex, or medical documentation restricts it. If there are medical restrictions, you need to contact HR.

▲ TRAVEL ON AIRLINES

When an employee attends a meeting/training in which travel by air is necessary, the program will book a ticket on an airlines taking into consideration cost, location of nearest airport, and time of day. Employees who belong to airline awards programs will be allowed to bank airline miles into their awards program for personal use.