

Yolo Emergency Communications Agency

INTERNAL OPERATING PROCEDURE 213

TRAVEL AND SUBSISTENCE

This guideline establishes the policies governing the eligibility for and payment of expenses incurred by YECA employees, officials, members of boards and commissions and others during travel directly related to YECA business. The rules provide for reimbursement for and advance of travel expense funds.

It is YECA's policy to reimburse employees for certain out-of-pocket costs incurred while traveling on behalf of YECA.

A. Authorized Expenses

1. Any expense for which an employee requests reimbursement should directly and clearly relate to the conduct of YECA business. Expenses to be paid or reimbursed by YECA may include: transportation to and from destination, lodging, meals, local transportation at destination if required, parking fees, tolls, one brief personal long-distance phone call per day, and necessary incidental expenses required to transact YECA business, such as telephone, postage, or supplies. Internet access from hotel rooms to access work-related email.

B. Daily Expense Guidelines

1. Actual Expenses: Employees traveling on an actual expense basis will be reimbursed for the actual cost of meals and incidental expenses.

Employees must produce receipts and account for actual expenses as part of their trip expense reconciliation.

2. Per Diem: Employees traveling on the per diem basis will be reimbursed at the rates allowed by the Internal Revenue Service. The per diem rates vary from city to city and can be accessed on the Internet at <http://www.gsa.gov/portal/category/104711> . A full day is defined as a 24-hour period.

Per diem or actual expense will not be paid for commuter travel and/or training that is within 50 miles of YECA. Exception: POST certified training – per diem will be paid at POST rate.

Tips should be given for service following normal guidelines; they are included in the total amount authorized.

3. Advanced Per Diem: Employees may request a per diem advance to cover the cost of meals while traveling on YECA business. The trip must be long enough in duration to support a minimum per diem advance of \$50.00.
4. Personal expenses and entertainment are not paid or reimbursed by YECA. Personal expenses include items such as alcohol, expenses incurred by spouse or

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other family members, laundry, hair care, pay television, in-room amenities and athletic facilities. Entertainment includes items such as tours and optional activities.

C Transportation

1. Transportation will be arranged by the Training Coordinator.
2. Agency vehicle use: The agency vehicle will be utilized for all ground transportation, if available. If the agency vehicle is not available, employees using their personal vehicles will be reimbursed for mileage at the IRS rate. Employees are responsible for tracking the mileage of the trip. The mileage reimbursement form will be utilized to document the miles traveled in the course of conducting YECA business.

If an employee prefers to use their personal vehicle, and the agency vehicle is available, the employee will not be reimbursed for mileage. Exception: POST reimbursable training, if you use your personal vehicle you will be reimbursed at the IRS rate. You must make these arrangements prior to travel with the Training Coordinator.

3. A rental car will be authorized only when the training or conference is at a location different from the hotel where you are staying, and there is not alternate transportation available or you need a car for some other reason to conduct YECA business. A compact car is the standard size allowed.

D. Reimbursement

1. Reimbursement will be made of all authorized actual expenditures. Receipts, including bankcard receipts, will be submitted to the Training Coordinator within 5 days of your return to work. Those incidental expenses for which no receipts are available should be itemized.

E. Responsibilities and Procedures for all Personnel

1. All employees are expected to exercise good judgment, have regard for economy, and recognize proper use of public monies while traveling or incurring expenses in connection with YECA business.
2. The mode of travel will be selected based on both economy and the best use of time, considering such factors as transportation costs, staff travel time and cost of en route meals and lodging.
3. If another agency is paying the cost of your assigned travel to include per diem and/or travel allowance, you may choose to accept the agency's benefits. If you do, YECA will not reimburse you for any travel expenses incurred. If you elect to take YECA benefits, you must forward any funds received from the other agency to YECA.

F. Before the trip

1. If you are attending a training class, you must complete the "Notice/Request to Attend Training" form and forward it to your supervisor for approval. Your supervisor

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will review the request, make a recommendation and forward it to the Training Coordinator.

2. These forms must be approved and given to the Training Coordinator at least three weeks prior to the date of the training/conference, or two weeks prior to the registration deadline (whichever is earlier) in order to allow adequate time to process the request. If there is insufficient time for an advanced per diem check to be processed, the employee will be required to travel under the Actual Expense guidelines.

G. After the trip

1. Reconciliation of expenses and all paperwork must be turned in within 5 working days of your return.
 - a. Turn in all your receipts to the Training Coordinator.
 - b. Provide a copy of your training certificate and course evaluation form to the Training Coordinator.

H. Responsibilities and Procedures for Supervisors and Managers

1. All class attendance should be reviewed and authorized by a supervisor and the division manager. Once the training/travel is approved – travel arrangements, course registration and per diem advances should be forwarded to the Training Coordinator for processing.
2. When processing requests to attend training please consider all factors, including: overtime impact, staffing, employee's training record and goals, CPT compliance and costs.

Supervisors – Always make a recommendation to approve or deny, keeping in mind the above considerations.

3. Complete the Expense & Reconciliation form and submit it with your recommendation to the Training Coordinator. The Training Coordinator will review the request, make recommendations and forward it to the division manager.
4. You are responsible to ensure that YECA guidelines and procedures have been followed for any requests for travel/training.
5. Each supervisor will communicate any specialized training needs to the Training Coordinator.

I. Training Coordinator Responsibilities

1. The Training Coordinator is responsible for coordinating all training requests. Upon receipt of a supervisor approved request to attend training (accompanied by the Expense & Reconciliation Form and a supervisor recommendation) the Training Coordinator will review the training and advise the supervisor of any relevant information (past evaluations of class, whether there are any closer offerings, other ways to accomplish the training etc.)

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2. The Training Coordinator will forward the request to the division manager for final approval.
3. Upon approval, the Training Coordinator will make all the necessary travel arrangements, course registration, per diem advances, and prepare the travel packet, including clear directions to the employee.
4. The Training Coordinator will maintain the employee training files.
5. The Training Coordinator will complete all POST paperwork, and reconcile any POST reimbursements to the corresponding training and plan.