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ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No: A-11
Issuance Date: 7/1/2023
Subject: Travel

AUTHORITY TO TRAVEL

All WDB employees who are required by official duty to travel both within and outside the thirty-four county region must obtain permission before traveling. All employees must receive verbal permission from the Executive Director before making travel arrangements.

REIMBURSEMENT

All WDB employees will be reimbursed for actual expenses for approved travel by submitting an expense voucher no later than 60 days after travel. When appropriate, expenses should be paid directly by the Board before travel to avoid the need for reimbursement. All expenses, except mileage reimbursement, require a receipt/ invoice for payment. Auto rental requires the prior approval of the Director. Expenses that may be reimbursed include:

- Airfare
- Parking/Toll fees
- Mileage reimbursement (at the approved IRS rate/mile)
- Meals (not to exceed 130% CONUS)
- Auto rental/Taxi
- Lodging
- Miscellaneous expenses (prior verbal approval required)

Reimbursement will normally be based upon departure from the WDB office or home, whichever results in lower reimbursement. If circumstances require the employee to report to the office before departure, reimbursement may begin from the office. Under normal circumstances, WDB employees will not be reimbursed for travel from home to the WDB office. When possible, a tax letter should be provided to the hotel to avoid being assessed for state taxes. Meals within the employee's domicile will not normally be reimbursed, except when the employee is required to attend a meal function as part of their normal duties or is acting in an official capacity during a meal.

WORK SCHEDULE DURING TRAVEL

The nature of work-related travel implies that the employee will be working outside of the normal work schedule. Employees may claim "*hours worked*" for work and/or travel while away from home. Additionally, when the WDB employee departs from home before normal work hours or returns after normal work hours, the difference between departure/ arrival time and normal hours may be adjusted in their future work schedule.

The Workforce Development Board of North Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711. This information can be translated into another language if requested. Please contact the WDB Office for translation assistance.

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