

# Big Bend Community Based Care Policy & Procedure

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**Series:** 1300: Financial Management

**Policy Name:** Employee Travel

**Policy Number:** 1323

**Origination Date:** 01/29/2008

**Revised:** Board Meeting of 12/13/2018

**Referenced Document:**

1300-1323 x 1, Employee Travel and Reimbursement Form

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to regulate travel for business purposes and to reimburse appropriate staff travel expenses.

## Procedure

**A.** Reasonable and necessary expenses are reimbursable when traveling on BBCBC business. The Chief Operating Officer (COO) and the Chief Financial Officer (CFO) are responsible for budgeting, reviewing and controlling travel to see that such travel is necessary and that related expenses are proper and reasonable.

1. It is the responsibility of each BBCBC-authorized traveler to select the most economical method of travel for each trip. It is BBCBC's policy to never reimburse a traveler more than the reasonable cost of travel. The amount of reimbursement cannot exceed actual out of pocket expense incurred by the traveling employee. Time efficiency and cost effectiveness must be in the best interest of BBCBC and not for the convenience of the traveler. If a traveler chooses an alternative other than the least costly, the traveler must have a documented valid reason for choosing a more costly alternative. This reasoning must be supported by valid documentation. In all other situations, the traveler will be required to cover the difference in price.
2. Examples of choosing a more costly alternative could include the following: valet parking rather than self-parking due to safety concerns at night; driving an alternate route rather than the shortest distance due to safety concerns; driving to and from home rather than staying overnight in a hotel due to family/childcare reasons.
3. For examples of unallowable travel reimbursements, see *Section J.*, below.

## **B. General Information.**

1. Expenditures chargeable to travel include registration fees, reimbursement of mileage for use of a privately owned vehicle, public transportation costs, per diem and subsistence allowance, and other expenses incidental to travel which are authorized by the Organization or by contract. All out of town travel has to be preauthorized by the employee's supervisor prior to the actual travel date.
2. Reimbursement requests must be for a travel reimbursement and must include:
  - a. The approved reimbursement form;

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- b. Itemized hotel receipts, if applicable;
  - c. Applicable transportation receipts for common (air, train, bus, rental cars) carrier travel;
  - d. Applicable incidental receipts;
  - e. In the case of a conference or convention, a copy of the agenda or flyer that itemizes the registration fees and any meals or lodging included in the registration fees;
  - f. In the case of mileage reimbursement, a copy of the FDOT map mileage print out for city-to-city miles and a MapQuest or Google map printout for all local mileage claimed (i.e., the google map indicating starting address and ending address).
3. All requests for reimbursement should be submitted by the 10th of the month following the end of the travel period. An entire travel period is defined as the 1st of a calendar month through the last day of a calendar month. The end of the travel period is defined as the last day of the month. A request submitted after the 10th of the month following the end of the travel period may be denied. Requests submitted after July 10th for all travel occurring between July 1 and June 30 of the previous fiscal year, will be denied due to the end of the BBCBC fiscal year.
  4. Travel reimbursement should be submitted for the entirety of a calendar month (1st through last day of month). Due to the volume of travel that has to be processed each month, breaking up travel costs and submitting multiple travel reimbursement forms for the same month at different times is not allowable. For the same reason, combining more than one (1) calendar month on a travel reimbursement form is not allowable. If employee travel is submitted in such a manner, the reimbursement request will be returned to traveler for correction.
  5. Original receipts are required for all expenses incurred over Five Dollars (\$5.00).
  6. All travel reimbursement forms with required backup should be submitted to [travel@bigbendcbc.org](mailto:travel@bigbendcbc.org) after the form has been signed by the employee's supervisor or designee.
  7. Travel reimbursement requests will be paid no later than thirty (30) days following receipt of a complete and accurate travel reimbursement form with adequate supporting documentation.

## **C. Transportation.**

1. Mileage reimbursement is available to employees who use their personal vehicles on BBCBC business. Reimbursement can be obtained by completing the Employee Travel and Expense Reimbursement Form. The employee is required to provide travel address information on the form, which serves as the mileage record. The reimbursement amount is computed based on miles traveled (round trip) times the current mileage reimbursement rate as established.
2. The employee is required to prove mileage driven by providing an FDOT map mileage print out for city-to-city miles and a MapQuest or Google maps printout for all local mileage claimed (i.e., the google map indicating starting address and ending address).
3. Normal daily commuting costs are considered personal. If you usually drive to work each day, do not submit mileage to and from work for reimbursement. Other costs (tolls, parking, etc.) are reimbursable provided they are not part of your normal workday commuting costs.

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4. Use a BBCBC-owned vehicle for BBCBC business trips when available. Do not submit for mileage reimbursement when using a BBCBC-owned vehicle or rental vehicle provided by BBCBC. If you use a BBCBC-owned vehicle for personal use, your personal mileage must be documented and reported by year-end to Payroll. Your W-2 will be adjusted to include the value of such personal mileage, as taxable compensation.
5. When using BBCBC-owned vehicles, the costs of vehicle operation are reimbursable: gas, oil, tires and necessary repairs. When using a rental vehicle provided by BBCBC only gas is reimbursable.
6. Generally, use public transportation for longer trips, including air travel, when advantageous. Related transportation expenses such as taxi or bus are also reimbursable.

**D. Air Travel.**

1. Air travel for long distance (more than 8-hour drive) business trips is often the most efficient method of travel. BBCBC staff are to reserve coach seats when traveling by air.
2. If you must order tickets directly from the airline and immediate payment is required, pay for them and submit a request for expense reimbursement. You must submit the original passenger receipt with the Employee Travel and Expense Reimbursement Form. No payments will be made from an itinerary. If a personal credit card is used to purchase the tickets, the expense must be included on the reimbursement form with receipts.
3. If you choose to drive instead of fly, reimbursement will be for the lower amount of airfare or actual mileage reimbursement.

**E. Meals, Lodging and Incidentals.** In addition to mileage and airfare, BBCBC also reimburses expenses for meals, lodging, and allowable incidentals, while away on BBCBC business.

**1. Meals.**

- a. It is the employee's responsibility to review the reimbursing agency's requirements for travel and reimbursement. Florida Statute (F.S.) will override this BBCBC Policy. Section 112.061, F.S., allows a travel per diem of Eighty Dollars (\$80.00) which covers both meals and lodging; or if actual expenses exceed Eighty Dollars (\$80.00), the necessary and reasonable expenses for lodging at a single occupancy rate to be substantiated by paid bills, plus meal allowances based upon the following schedule:

	Reimbursement	Traveler Must Depart Before	And Return after
<b>Breakfast:</b>	<b>\$6.00</b>	<b>6:00 am</b>	<b>8:00 am</b>
<b>Lunch:</b>	<b>\$11.00</b>	<b>12:00 pm</b>	<b>2:00 pm</b>
<b>Dinner:</b>	<b>\$19.00</b>	<b>6:00 pm</b>	<b>8:00 pm</b>
<b>Total:</b>	<b>\$36.00</b>	<b>6:00 am</b>	<b>8:00 pm</b>
<b>(all meals for one day)</b>			

- b. These per diem meal allowances cannot be "banked" for one (1) meal exceeding the allowance, i.e., if breakfast and lunch are skipped, dinner is allowed at the rate of Nineteen Dollars (\$19.00).
- c. No allowance shall be made for meals when travel is completed within one (1) business day (see also subsection 112.061(15), F.S.).

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- d. Reimbursement is not allowed for meals when events include meals that were paid for in advance (e.g., with the registration fee). An employee can be reimbursed for these meals if the employee chooses not to partake of the meal served at the event and dines elsewhere, with a documented reasonable cause for not partaking of the meal (i.e., religious reasons, allergies, etc.).

## 2. Lodging.

- a. When staying overnight, the employee must select a motel or hotel that is adequate and related in nature to the business involved. If employee incurred the expense of lodging, reimbursement must be claimed on the travel reimbursement form with an itemized receipt.
- b. A traveler may not claim reimbursement for lodging for overnight travel within fifty (50) miles of the employee's normal work location or residence, unless the circumstances necessitating such overnight travel are fully explained and approved in advance. These documented reasons must also be fully documented on the travel reimbursement request form.
- c. For each day of a trip, BBCBC will pay for lodging at the establishment's single room rate. However, if the traveler shares a room with an employee from another Organization, BBCBC will pay one-half (1/2) of the shared room cost. If two (2) employees share a room, the entire double room rate can be placed on one (1) of the two (2) individual's reimbursement form, if the other employee that shared the room is listed on the form.
- d. Lodging expenses charged to a personal credit card must be reported on the expense reimbursement form.
- e. By definition, overnight lodging is not necessary on single-day trips.

- 3. **Allowable Incidentals.** Incidentals include: non-meal tips, taxi fare, bus fare, tolls, parking fees, photo copying charges, registration fees, and one (1) 10-minute maximum phone call home per destination per day on trips longer than twenty-four (24) hours.

- F. **Cash and Travel Advances.** If the proposed trip will require out-of-pocket expenditures in excess of Two Hundred Dollars (\$200.00), the employee may request a travel advance to pay for expenses while traveling. Determine the amount needed for the trip, taking into account the location and length of the trip. The advance can be used for overnight accommodations, meals, taxi fare, car rental, etc. No more than one (1) travel advance may be outstanding at any time. The first advance must be fully accounted for before another can be issued. If the employee does not account for the advance, it will be treated as income and will be added to their W-2.

## G. Approvals.

- 1. The Chief Executive Officer must have his/her expense reports approved and signed by the Chairman of the Board of Directors, Human Resources or Director of Finance and Accounting prior to reimbursement.
- 2. The COO and the CFO must have their expense reports approved and signed by the Chief Executive Officer (CEO), Human Resources or Director of Finance and Accounting prior to reimbursement.
- 3. All other employees must have their expense reports approved and signed by their supervisor, COO, Human Resources or Director of Finance and Accounting prior to reimbursement.

## H. Reimbursement.

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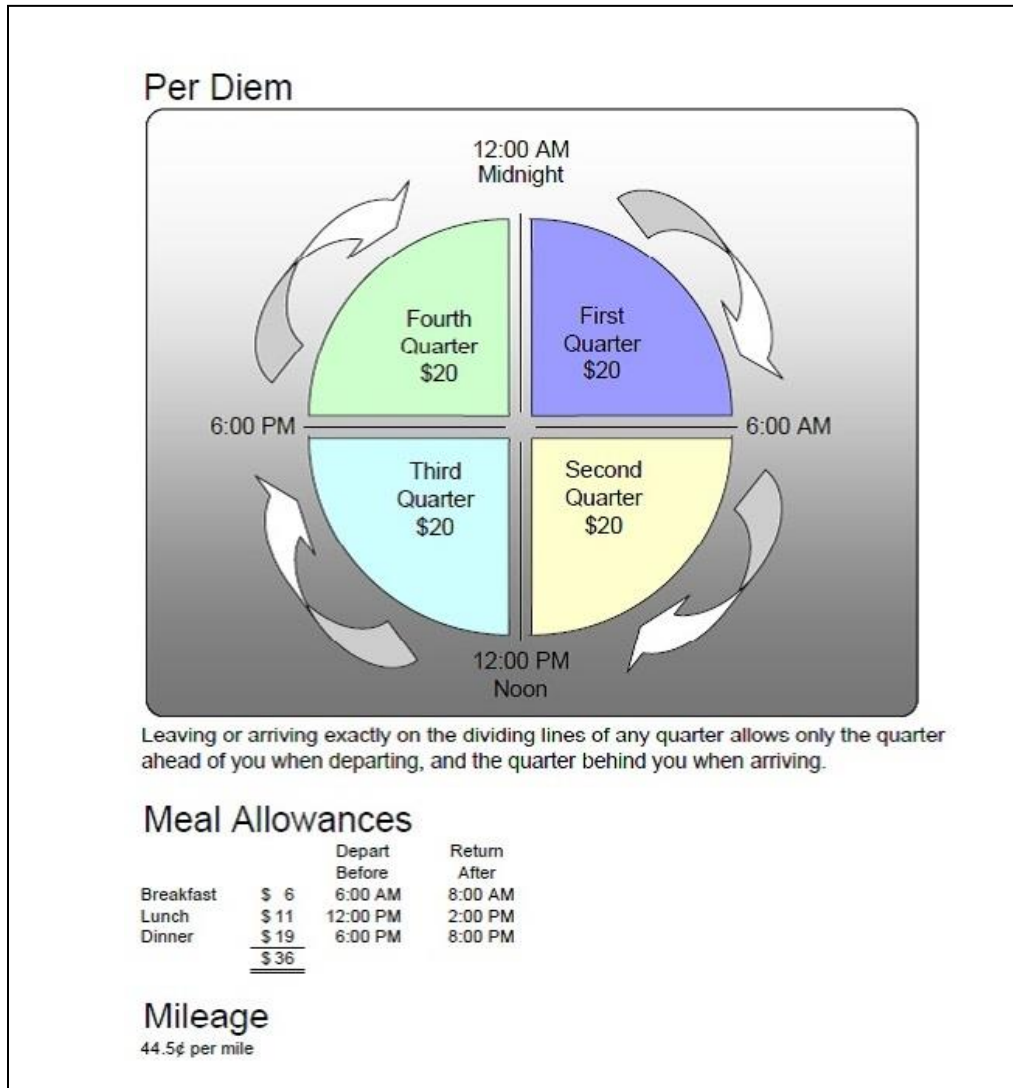
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1. The Employee Travel and Expense Reimbursement Form (*1300-1323 x 1, Employee Travel and Reimbursement Form*) is used to request reimbursement for out-of-pocket and corporate credit card business expenses. This form should be used to record business mileage, business meals, lodging, taxi fares, and miscellaneous other out-of-pocket and charged expenses incurred while engaged in official activities or responsibilities.
2. In accordance with Internal Revenue Service regulations, employees are required to record business mileage as incurred and maintain documentation. BBCBC is required to obtain this documentation from the employee before issuing the reimbursement payment.
3. The information shown on the Employee Travel and Expense Reimbursement Form serves as the mileage log and needs to be filled-out completely and accurately.
4. The Employee Travel and Expense Reimbursement Form must be submitted to the Accounting Office by the 10<sup>th</sup> of the month following the end of the travel period. If reimbursement request form is not submitted by the 10<sup>th</sup> of the month following the end of the travel period, request for reimbursement may be denied.
5. The form must be completely filled-out, including adequate documentation for choosing a more costly travel alternative, supported with original receipts, and signed by the authorized supervisor or designee. Incomplete forms will be returned for correction before payment can be made.
6. Travel covered under contracts with the State of Florida must be reported on the State of Florida Voucher for Reimbursement of Travel Expenses form. All applicable columns and rows must be completed in detail, including the authorized supervisor and director's signature, title and the date.

[See Next Page for Per Diem Diagram]

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## I. Per Diem Diagram.



[See Next Page for Examples of Unallowable Travel Expenses]

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- J. Examples of Unallowable Travel Expenses.** These may include, but are not limited to:
- 1. Airline Club Membership Dues** – This is a personal expense.
  - 2. Baggage Insurance** – Any insurance of personal property is not reimbursable, as the traveler is the beneficiary.
  - 3. Baggage Fees** – Charges to accommodate vacation travel, or for personal items such as golf clubs, are not reimbursable.
  - 4. Business Class and First Class Airfare** – Travelers must use economy or coach fares whenever available.
  - 5. Car Accidents, Car Maintenance, Car Repairs, Car Washes, Locksmith Charges, Oil Changes, and Towing Charges** – The mileage rate is intended to cover the costs of operation and ownership.
  - 6. Child Care** – This is a personal expense.
  - 7. Commuting** – Travel between an employee's home and his/her business office is a personal expense. If an employee has an off-site office for the convenience of Big Bend Community Based Care, traveling from the off-site office to the office and back is not considered commuting. However, if the off-site office is for the convenience of the employee, traveling from the off-site office to the office and back is considered commuting and is not reimbursable.
  - 8. Credit Card Charges** – Annual fees, finance charges and penalties are personal expenses.
  - 9. Credits for Bumping or Flight Delays** – Credits given by airlines because a traveler was bumped or a flight was delayed are not reimbursable, as there was no out of pocket costs to the traveler.
  - 10. Loss or Theft of a Travel Advance** – This is a personal expense.
  - 11. Lost Baggage** – This is a personal expense.
  - 12. Parking Tickets** – These are personal expenses.
  - 13. Personal Entertainment** – Entertainment tickets, green fees, movies, personal reading materials, etc. are personal expenses.
  - 14. Personal Grooming Items** – These are personal expenses.
  - 15. Personal Insurance** – If the traveler is the beneficiary rather than BBCBC, the coverage is not reimbursable.
  - 16. Pet Boarding** – This is a personal expense.
  - 17. Reward Programs** – Travelers sometimes earn rewards through programs from vendors that reduce the cost to the traveler. Examples include frequent flier credits, additional nights or credits at hotels, or credits or points earned from using a credit card. Although each of these has a monetary value, they cannot be reimbursed, as reimbursement is limited to out-of-pocket expenditures for the traveler. Travelers who earn these rewards from personal travel must be careful to not use the rewards towards Big Bend Community Based Care travel.
  - 18. Spousal or Family Travel** – Extra charges to accommodate the travel of persons not fulfilling a business purpose for the Organization are personal expenses.
  - 19. Ticket Rescheduling Fees for Personal Reasons** – Ticket rescheduling fees for personal reasons, rather than business reasons, are not reimbursable. Therefore, the business purpose of the ticket rescheduling fee must be stated on the air line requisition or reimbursement (Exception:

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A ticket rescheduling fee for a health emergency of the traveler or the traveler's "immediate family" is reimbursable).

- 20. Tips (Gratuities)** – Excessive generosity when tipping is a personal expense and therefore is not reimbursable.
- 21. Traffic Violations** – These are personal expenses.
- 22. Vacation Days** – Extra charges for car rental, lodging, meals, parking, etc. for vacation days must be removed, as these are personal expenses.