NORTHWEST OREGON WORKS	**POLICY F02: TRAVEL AND EXPENSE REIMBURSEMENT**
	APPROVED: 8/23/2019 **REVISION: 3/25/2020** **APPROVED BOARD REVISION: 6/26/2020** **INTERNAL REVIEW CONDUCTED: 6/15/2025**
	❑ **NEW** ☒ **REVISED**

PURPOSE

The purpose of this policy is to ensure that individuals traveling on behalf of Northwest Oregon Works (NOW) confirm with NOW's written policy and meet applicable cost rules in §200.475.

POLICY

It is the policy of NOW to pay for travel and incidental business expenses, including meals, incurred by NOW Board members and/or staff when conducting the business of NOW, provided that those expenses have not been reimbursed by another entity. NOW uses the rates published annually by the U. S. General Services Administration - http://www.gsa.gov/portal/category/100120. These rates determine the reimbursement rates for lodging and meals/incidental expenses incurred in non-high cost and high-cost locations within the Continental United States.

AUTHORIZATION

Travel that involves an overnight stay, involves travel beyond 150 miles from the primary workplace, or is beyond the State of Oregon (with the exception of Washington State) must be pre- authorized in writing by the Executive Director or designee. Approvers may not approve their own travel.

BUSINESS AND PERSONNEL TRAVEL

NOW will only reimburse the business portion of a trip when that trip is combined with personal vacation travel. Only receipts from the business portion of the trip are to be submitted. NOW will not approve or reimburse any costs that would be additional as compared to if the trip were solely business purposes. NOW will not reimburse personal, spouse, or companion travel and other related personal travel expenses.

PERSONAL VEHICLE

Individuals requiring local transportation for the completion of their assigned duties may be reimbursed for the use of their privately-owned vehicle. Local transportation will be considered as all required travel within 150 miles of the primary workplace.

Employees will be compensated for the use of their private vehicles at the IRS standard mileage rate in effect at the time of the local travel. Compensation will be based upon the number of miles between the travel destination and either the individual's designated work location or residence, whichever is the shortest distance. The IRS mileage allowance covers all operating costs of the vehicle (including insurance); therefore, no other vehicle expense reimbursements will be made.

Individuals must have a valid operator's license for their state of residence and personal auto insurance.

An individual may not operate a vehicle unless that person and all passengers wear safety belts; that person refrains from text messaging while operating their personal vehicle.

MEALS

Board and Committee Meetings

- Coffee, soda, water, light refreshments, etc. may be provided at any scheduled NOW or committee meeting.
- An appropriate meal may be provided during or before any NOW or committee meeting scheduled during the normal mealtime and/or to accommodate travel.
- When a meal is not provided, NOW board members or staff conducting NOW business may be reimbursed for meals in accordance with guidelines below.

Meal reimbursements will be made based on per diem rates published annually by the U. S. General Services Administration for the respective non-high cost and high-cost locations. NOW board members are considered to be on travel status whenever engaged in official NOW business. The meal per diem includes tips for food service. The per diem for Incidental Expense (IE) covers fees and tips given to porters, baggage carriers, bellhops, and hotel maid service.

Meals included as part of the registration fee(s) for a conference, seminar, etc., must be subtracted from the employee's daily meal per diem.

Meal Per Diem Non-Overnight Travel: A meal per diem is permitted under the following conditions during non-overnight travel:

a. **Breakfast.** Individual must be on travel status for two hours or more before the beginning of their scheduled work shift to receive a breakfast allowance (see percentages in paragraph 113).

b. **Lunch.** No allowance is provided for lunch during non-overnight travel unless the individual is attending an official business meeting and the meal is an agenda item, that was not included in the fee, and the cost and choice of having the meal were beyond the control of the individual. A receipt is required.

c. **Dinner.** Individuals must be on travel status for two hours or more beyond the end of their scheduled work shift to receive a dinner allowance.

Any purchases of alcohol shall not be reimbursed.

LODGING

Employees should select modestly priced (for the destination city) accommodations. Some lodging providers allow for reduced rates for non-profit organizations. These and all other available discounts should be pursued. All lodging whether paid on-site or pre-paid, requires

documentation that the lodging was used.
Reimbursement for lodging expenses incurred at a facility within 35 miles of a traveler's residence or office is not allowed except under at least one of the following conditions:

- An overnight stay is required to avoid having to drive back and forth to meetings on consecutive days.
- An overnight stay is required to avoid driving in severe inclement weather.
- An overnight stay is required to accommodate an early morning flight departure before 10:00 AM.
- Reimbursement for lodging within 35 miles of a traveler's residence or home must be preapproved in writing by the Executive Director/designee.

AIR FARE

Travelers are expected to utilize the most economical means for travel whenever possible. Airfare costs in excess of the customary standard commercial airfare or lowest commercial discount air are generally unallowable.

The Executive Director or designee shall review requests for expense reimbursement to assure that reimbursement is only for allowable, reasonable costs within this policy. Missing receipts may be reimbursed at the discretion of NOW with the approval of the Executive Director or designee.

MISCELLANEOUS TRAVEL EXPENSES

NOW will pay for goods and/or services deemed necessary for the completion of organization business. Reimbursable expenses include:

- Normal baggage fees charged by the airline.
- Taxi fares (including customary tips or gratuities), motor vehicle rentals, ferry, and bridge tolls.
- Parking fees.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
- Purchase of supplies in an emergency is allowable.
- Rental of room in a hotel or other place that is used to transact official business.
- Charges for necessary office administrative support, when authorized by the Executive Director or designee.
- Fees paid for fax services or internet access.
- The cost of personal care attendant services, which are required by disabled employees or NOW board members in order for them to travel, will be allowed as a miscellaneous travel expense. Such costs may include fees and travel expenses of the attendant.
- Baggage handler charges or gratuities but only if baggage handling services are required because the assignment has required him/her to transport large amounts of equipment or supplies; or if baggage handling services are required to comply with the Americans with Disabilities Act.
- Tolls and fees such as ferry, bridge, tunnel, road and parking charges will be reimbursed if noted in the Travel Reimbursement Request. No fees or fines for any type of traffic/parking violation will be reimbursed.
- Business telephone calls made while traveling will be reimbursed when they are documented on a hotel room receipt.

- Individuals will be reimbursed the actual cost of parking when it is required for conducting business activity.
- In order for expenses to be reimbursed, the following must be provided:
    - Receipts for all expenses not reimbursed through Government approved per diem rates.
    - Date of trip and reason for trip, as well as preauthorization documentation if required.
    - For mileage reimbursement, location to and from, travel purpose, and miles traveled.

The Executive Director or designee shall review requests for expense reimbursement to assure that reimbursement is only for allowable, reasonable costs within this policy. Missing receipts may be reimbursed at the discretion of NOW with the approval of the Executive Director or designee.

UNALLOWABLE EXPENSES

Certain travel expenses are considered as personal and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to:

- Valet or room services, entertainment expenses, movie rentals, spas and gyms, quasi-social functions in association with a conference or event, laundry, dry cleaning (for less than 5 business travel days), and other items of a similar personal nature.
- Any tips or gratuities, associated with personal expenses such as entertainment, concierge, etc.
- Parking fines, traffic violations, medical, and hospital services incurred while on NOW's business.
- Alcoholic beverages.

ADVANCED TRAVEL FUNDS

Advanced travel funds may be requested, in writing, and approved by the Executive Director or designee. Advanced travel funds may be provided in an amount not to exceed the estimated cost of the travel. The actual cost shall be reconciled with the estimated cost and advanced travel funds no later than the last day of the month in which the travel occurred. If the actual cost of travel is less than the amount advanced, NOW will be reimbursed for the difference.

REIMBURSEMENTS

All expense reimbursements will be requested using the NOW Travel Expense Reimbursement Form. The form will be submitted within 30 days of travel or by the end of the month in which the travel took place.

REFERENCES

2CFR 200.475

2CFR 200.476

Note: CCO determined standard elements of procedure and definition policy format exclusion acceptable.