



Workforce Development Board Mid-Ohio-Valley

Policy #7

Subject: Travel Policy

Effective Date: July 1, 2015

Purpose: Establish a travel policy for reimbursement of expenditures incurred in the performance of duties by members of the Mid-Ohio Valley Workforce Investment Corporation and the Workforce Development Board Mid-Ohio Valley for as part of the Workforce Innovation and Opportunity Act.

References: NPRM 683 Subpart B

Background: The Workforce Innovation and Opportunity Act allows reimbursement of travel costs incurred in the performance of administrative functions.

Policy: It is the policy of the Workforce Development Board Mid-Ohio Valley to reimburse individuals for travel expenses incurred in the performance of duties under the Workforce Innovation and Opportunity Act. Such reimbursement must meet requirements outlined in the attached regulations.

Action: Copies of travel regulations and travel reimbursement forms will be provide to the Workforce Development Board Mid-Ohio Valley members, committee members, and to Mid-Ohio Valley Workforce Investment Corporation members. Completed forms shall be returned to the Program Director or her designee within two (2) weeks of the travel.

Expiration Date: Effective until rescinded or modified by the Workforce Development Board Mid-Ohio Valley.

Approved:

June 26, 2015

July 24, 2015

LEOs/Executive Committee

LEOs/Board

**Workforce Development Board Mid-Ohio Valley
Travel Regulations**

A. General Guidelines and Information

1. Reimbursement for travel is authorized for official Workforce Development Board and Workforce Investment Corporation business within the budgetary limits established in the annual budget.
2. A travel expense form (sample attached) must be completed by each WDB or WIC or Committee member. The completed form should be submitted to the Workforce Development Board Program Director or her designee for approval and processing. Expense forms should be submitted no less frequently than quarterly.
3. No reimbursement will be provided if the traveler receives reimbursement through other sources.

B. Mode of Travel

1. WDB/WIC and Committee members are expected to select a mode of transportation, which is least expensive, taking into consideration both time and distance involved.
2. The rate of reimbursement for use of a privately owned vehicle will be that of the prevailing mileage established by the United States General Services Administration Per Diem Rates. This rate is intended to cover all operating costs of the vehicle (fuel, maintenance, insurance, etc.). Reimbursement will be for actual miles traveled using the shortest practical route.
3. A receipt will be required for travel by common carrier such as air, rail, or bus. Reimbursement will be for actual cost.

C. Subsistence

1. Allowable reimbursement for lodging will include actual expenses for overnight accommodations and all applicable taxes and surcharges. An original receipt from the hotel / motel will be required for reimbursement.
2. Cost of meals for overnight trips or for single day trips requiring travel of more than 60 miles one way *will be reimbursed at the applicable per diem rate established by federal guidelines as outlined at the GSA website.*

D. Miscellaneous

1. Registration fees or charges for attendance at conferences, meetings, seminars, etc. are reimbursable expenses. A receipt from the event sponsor shall be required for reimbursement if not prepaid.
2. Tolls, garage, and parking fees as a result of conducting WIOA business are reimbursable with receipt.