

CVRAC Travel Standard Operating Procedure

Travel Reimbursement

Definition

Travel is defined as the cost of transportation, lodging, meals and related expenses incurred by employees of the organization while performing duties relevant to the proposed project. Where meals are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or subsistence allowance must take this into consideration and be adjusted accordingly.

- Travel costs related to the general administration of an organization (that are deemed to be allowable in accordance with the applicable cost principles) should be allocated as indirect costs. This includes auto mileage paid to employees on the basis of a fixed mileage rate for the use of their personal vehicle.
- Costs related to client transportation, allowable travel costs of non-employees, and employee conference registration fees should be classified under the "Other" expense category.
- Travel costs incurred by a third party under contract should be included within the terms of the contract and be budgeted under the "Contractual" expense category.
- Travel advances should be recorded as prepaid expenses and not recorded as an expense until after the trip has been completed when actual expenses are known.

Purpose:

To standardize the reimbursement of expenses for Concho Valley Regional Advisory Council (CVRAC) members and staff who are traveling on behalf of CVRAC to RAC related functions.

Procedure:

Approval for all travel must be made by the Board of Directors. Pre approved travel includes GETAC meeting, HPP meeting and TETAF meeting and travel for the Executive Director to conduct normal business of the CVRAC. Travel will be paid out of the appropriate allowable grant/account. Example include: HPP funds will only pay for HPP meeting travel, and GETAC Disaster meeting portions of the meetings. It will not pay for TETAF meetings.

1. Travel expense form to be filled out, signed by traveler and sent to CVRAC Office for processing within 30 days of travel. Expense reports will be made for each trip. Each expense report will have a signature of approval from the Executive Board.
2. Each CVRAC member will complete an expense report if any traveling is done. Expense reports should include all expenses including credit card charges and all original receipts with proof of purchase. Expense report will reflect reimbursement sources other than CVRAC. Incomplete expense reports will be returned. All expense reports will have date of travel, reason for travel. Reimbursement using a mileage rate must be supported by a detail record of point-to-point mileage and destination with odometer readings. A mileage log with mileage between each destination and dates of travel to each location must be kept and submitted with expense report. If point to point mileage is not used the traveler must submit a copy of mileage to destination using Bing, Google or MapQuest to show mileage. All expense reports should show which general ledger account to be charged (HPP, RAC, Tobacco, etc.)

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- a) Eligible reimbursement to include Lodging, mileage, airfare, Car Rental, Parking, misc. and food. No expenses (except mileage and meals) will be reimbursed without original receipts. Original receipted bills that are itemized and contain detail billing information for all hotel charges, airline tickets (showing itinerary and costs), and all other expenses and a zero balance as proof of payment. A credit card receipt is not acceptable support for reimbursement of expenses.

3.

- a. Mileage is at the IRS rate. See travel expense report for required information.
 - b. Per Diem for food maximum is at the GSA rate for time of year and location <http://www.gsa.gov/portal/category/100000> , meals will be paid out of the appropriate grant or unrestricted funds for which the travel was for. Travel days to and from destinations should include the GSA rate for travel days. Also one day travel should use the GSA partial day rate for meals.
 - c. Lodging is at the GSA, DSHS or conference rate unless unavailable then prior approval from CVRAC Chair is needed. A maximum of \$180.00 a night, if not available see CVRAC increased lodging request SOP.
- 4.** The CVRAC Executive Director or designee does not need prior approval for travel. CVRAC Chair does not need prior approval for travel. The CVRAC HPP chair does not need prior approval for travel related to HPP or HCC functions. Any member that is a member of a GETAC Committee does not need prior approval for travel related to that committee. All other travel needs require prior approval from CVRAC Board. The funds to pay for travel will come out of the appropriate grants or unrestrictive funds.
- 5.** All travel is approved with the treasurer's report at the next CVRAC meeting.
- 6.** All out of state travel if being reimbursed by DSHS, must have DSHS approval prior to travel.