

ELV Travel/Other Reimbursement Guidelines



Travel Guidelines

I. Purpose

All associated travel, whether in-state or out-of-state, shall fall under this policy. When employees are required to travel on ELV business for meetings, conferences, and training programs, ELV shall pay reasonable amounts of transportation, meals, lodging, and misc. approved expenses. Business travel is defined hereto for the purpose of conducting business for the sole benefit of ELV. The travel guideline is in relation to the **ELV Reimbursement Guidelines** and CIG Travel Policies.

- i. All business travel where expenses occur must be authorized in advance. Request for training, conference, meetings, or other official functions which require overnight accommodations must be approved by employee's direct supervisor.
 - a. Travel expenses must be authorized or the traveler will be held responsible for non-authorized expenses.
- ii. Travelers are allowed to travel one day prior and one day after business event. Traveler who chooses to extend a business trip for personal reason either before or after business is conducted, will be responsible for all non-business related charges.
- iii. Travelers may request per diem based on US General Services Administration.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

II. **Transportation**

1. **Car Travel**

If personal automobile is used for business purposes, employee will be reimbursed at the current IRS authorized mileage rate.

Please see **ELV Reimbursement Guidelines** for further information on mileage calculation and tracking.

2. **Carpooling**

Employees are required to carpool when attending the same conference, meetings, or trainings. Any exception needs to be approved from direct supervisor.

- i. An employee who chooses not to carpool may take their own vehicle; however, he/she will only be reimbursed for mileage to the destination.

When cost effective, and in the case of more than two travelers, a rental car may be procured. See car rental information #5 below.

3. Air travel

Reservations should be made in advance to ensure the most convenient and cost effective fares.

- i. Travelers should choose the economy class airfare. Costs associated with upgrades are not an allowable business expense.
- ii. Changes to an airline ticket for business reasons or circumstances beyond the travelers control are allowable expenses.
- iii. Travel fees and baggage fees are allowable. Charges for baggage that is personal in nature (golf club or musical equipment, etc.), are not allowable.

4. Lodging

Lodging accommodations must be reasonable for the business purpose and location.

- i. When traveling to Denver for business purposes, travelers should occupy a suite at ELV preferred hotel. Otherwise, traveler should choose a standard room.
- ii. Travelers are allowed lodging accommodations as offered at the attendance of trainings or conferences.
- iii. If the traveler extends (before or after) the trip for personal reasons, the additional lodging charges will be at the traveler's expense.

5. Car Rental

Rental cars should be used when they are less expensive than the alternative methods of transportation (taxi, car service, individual travel).

- i. Rental of a mid-size car is allowable. Exceptions may be made if there are three or more employees traveling together.
- ii. Travelers in groups of 3 or more, can rent a car for business purposes. Example: ELV meetings in Denver.

The ELV Travel/Other Reimbursement Guidelines provides guidance for all ELV employees and should be used when planning business travel or other purchases as approved by supervisors and/or managers.

WELLS FARGO CREDIT CARD AND OUT-OF-POCKET RECONCILIATION:

NOTE: All credit card charges require a receipt when requesting reimbursement/payment. Itemized receipts are required for meals purchased UNLESS per diem is requested.

1. Airfare (GL code 6906):

Company credit card holders: charge airfare to your company credit card.

All others: work with your supervisor and/or manager to purchase any business-related airline tickets.

2. Lodging (GL code 6901): ELV does not have a set lodging rate; best practice is based on federal guidelines. <https://www.gsa.gov/travel-resources>

NOTE: ELV is tax exempt. Please ensure you are not charged taxes for lodging.

Company credit card holders: charge lodging to company credit card.

All others: work with your supervisor and/or manager to process lodging payment

3. Mileage – Local (GL code 6903): Calculate mileage from place of origin to destination minus the normal commute. Please include a mileage reimbursement form on your monthly expense report.

** gas cannot be claimed on personal vehicles.

With office space: use physical office address as starting location

Example A: office > meeting > office

Calculate mileage from office to meeting and back to the office

Example B: home > meeting > office

Calculate the mileage from the meeting destination to the office

Example C: office > meeting > home

Calculate the mileage from the office to the meeting destination

EXCEPTION: Trip to the destination is larger than normal commute (excess of 15 miles)

Calculate the mileage from the office to destination and back to the office

Without office space: use home address as starting location.

Example D: home office > destination > home office.

Calculate the mileage from the home office to the destination and back to the home office.

4. Mileage- Out of town/state (GL code 6903): Calculate the mileage from the home office to the destination and back to the home office.

5. Parking (GL code 6907):

Company credit card holders: charge parking to your company credit card OR claim it as an out-of-pocket expense during your monthly Wells Fargo reconciliation

All others: claim parking as an out-of-pocket expense during your monthly Wells Fargo reconciliation.

6. Per Diem (meals and incidentals) (GL code 6902):

Per diem is the amount paid for meals and incidentals while traveling for official business and is authorized for staff traveling overnight. Travelers may request per diem 30 days prior to overnight travel as an out-of-pocket expense during your monthly Wells Fargo reconciliation. Funds are usually deposited into your account by the 20th of the month.

ELV pays the federal per diem rate: <https://www.gsa.gov/travel-resources>

Company credit card holders: charge meals to your company card or request per diem.

All others: may request per diem or request reimbursement.

Current ELV reimbursement rates:

<u>2022 rate:</u>	<u>First & Last date of travel</u>	<u>Food provided at training</u>
Breakfast: \$18	(if not full day travel)	(i.e., lunch or dinner)
Lunch: \$20	75% of the full day	75% of the full day
Dinner: \$36	Total \$59	Total \$59
Incidental expenses: \$5		
Total \$79		

7. Rental Car (GL code 6904):

Company credit card holders: charge rental car to your company credit card.

All others: work with your supervisor and/or manager to purchase any business-related rental cars OR claim it as an out-of-pocket expense on your monthly Wells Fargo reconciliation.

8. Rental Car – Gas (GL code 6905):

Company credit card holders: charge gas for the rental car to your company credit card.

** mileage cannot be claimed on rental cars.

All others: claim gas for the rental car as out-of-pocket expense during your monthly Wells Fargo reconciliation.

9. Tolls (GL code 6907): Use tolls sparingly. Claim all charges you personally incurred as an out-of-pocket expense during your monthly Wells Fargo reconciliation. Attach documentation of the toll charges when claiming out-of-pocket expense.

10. Transportation (GL code 6903):

Company credit card holders: charge transportation (bus, shuttle, taxi, etc.) to company credit card OR claim it as an out-of-pocket expense if you pay out of pocket/cash.

All others: Claim the cost of transportation you paid out of pocket as an out-of-pocket expense during your monthly Wells Fargo reconciliation.

OTHER

1. Meals-Training (GL code 6880):

Meals purchased for ELV-sponsored training should be charged to a company credit card.

DOCUMENTATION REQUIRED:

1. Sign-in sheet must include:
 - Date/time of training
 - Business purpose of the meal
 - First and last name of all participants
2. Detailed meal receipt

2. Meals – Other (GL code 6880): Charge meals for other (team lunch or working lunch with Manager approval) to meals. These types of meals are generally not allowable to be charged to a grant and need to be expensed to the ELV general budget. Any meals purchased with your credit card must include the names of all participants, the business purpose of the meal, and the detailed meal receipt.

Managers: If you are planning a working meal (meeting with partners, team members, etc.), please use the 75% per diem rate on those days. Charge the working meal to your company credit card (see meals other).

3. Office Supplies (GL code 6010): Charge general office supplies to company card.

4. Program Supplies (GL code 6810): Charge supplies purchased for providers to company card.

5. Credit card use in error: Using company credit card for something other than official business/authorized purpose.

****NOTE:** Continued misuse of a company credit card could result in a loss of credit card privileges.

Steps to take:

- A. Code the charge “reimbursed expense” account (GL code 6999):
- B. Make a check payable to ELV and send it to CIG Accounting.