



Workforce Investment Board Mid-Ohio-Valley

Policy #06

Subject: Travel Policy

Effective Date: July 1, 2000

Purpose: Establish a travel policy for reimbursement of expenditure members of the Mid-Ohio Valley Workforce Investment Corporation and the Workforce Investment Board Mid-Ohio Valley.

References: 20CFR Part 667.210

Background: The Workforce Investment Act of 1998 allows reimbursement of travel costs incurred in the performance of administrative functions

Policy: It is the policy of the Workforce Investment Board Mid-Ohio Valley to reimburse individuals for travel expenses incurred in the performance of duties under the Workforce Investment 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 Investment Board Mid-Ohio Valley members and to Mid-Ohio Valley Workforce Investment Corporation members. Completed forms shall be returned to the Program Director no less frequently than quarterly.

Expiration Date: Effective until rescinded or modified by the Workforce Investment Board Mid-Ohio Valley.

Approved:	WIB Executive Committee	September 7, 2000.
	WIB	September 20, 2000.
	WIB Executive Committee / LEO	June 22, 2001
	WIB	Approved 7/ 24/ 01

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

A. General Guidelines and Information

1. Reimbursement for travel is authorized for official Workforce Investment 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 WIB or WIC member. The completed form should be submitted to the Workforce Investment Board Program Director 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.
4. Out of state or out of market travel must be approved by the appropriate committee chair prior to travel.

B. Mode of Travel

1. Board 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 Appalachian Regional Commission guidelines. 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 will be reimbursed for overnight trips or for single day trips requiring travel of more than 60 miles one way. *A maximum of \$36 per diem will be eligible for reimbursement of meals for local or in state travel. When traveling out of state, the applicable per diem rate established by federal guidelines shall apply.*

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 are reimbursable with receipt.