

TRAVEL PROCEDURES

I. INTRODUCTION.

Metro 4/SESARM has developed a general Expense Reimbursement Procedures document to give guidance to various reimbursements including expenses incurred for office operations, training and other events, registration fees, travel expenses, and other miscellaneous office administration and agency support activities. In addition to those procedures, these Travel Procedures govern travel planning and resultant travel expenses that may be incurred. These Travel Procedures should be considered in tandem with the Expense Reimbursement Procedures to ensure that sound approaches are used to incur expenses and provide reimbursement for them.

II. GENERAL TRAVEL PLANNING EXPECTATIONS.

- A. Metro 4/SESARM administrative staff shall conform to these Travel Procedures except where deviations are administratively necessary or otherwise prescribed, as determined by the Executive Director. No deviation from these Travel Procedures shall be allowed that would place Metro 4/SESARM or its staff in jeopardy of noncompliance with any applicable law, regulation, or grant requirement.
- B. Participating member agencies who are to be reimbursed with Metro 4/SESARM funds shall utilize the travel planning and reimbursement processes specified herein with the exception that a participating member agency may direct that Metro 4/SESARM utilize the participating agency's reimbursement rates and forms, at the participating member agency's discretion.
- C. Travelers subject to these Travel Procedures shall exercise extreme care in making reservations to ensure that locations, dates, and times are consistent with the intended business to be conducted on the trip.
- D. Metro 4/SESARM and participating member agency staff shall be held responsible for conducting appropriate and correct travel planning, submitting correct reimbursement requests, correcting errors where applicable, and, in some cases, bearing the cost of intentional deviations from these Travel Procedures.
- E. Metro 4/SESARM and participating member agency staff shall bear no responsibility for incorrect procurements, except for reimbursements to Metro 4/SESARM where applicable, if they have exercised proper diligence including documentation of incorrect and/or changing information, the source of the information, and any unknown and/or unanticipated changes in the date, time, and/or location of a business-related event.
- F. Metro 4/SESARM and participating member agency staff shall minimize the mixing of business and personal travel in a single trip and shall only request reimbursement of

expenses for transportation, lodging, meals, and other costs that would apply to the business portion of travel expenses for the individual if traveling alone.

- G. Due to past experience of the amount of time required of Metro 4/SESARM staff to incorporate personal travel into business travel, the traveling staff person shall bear the responsibility for establishing that lowest practical travel expenses are being incurred from a business perspective and that transportation, lodging, meal, and other related costs are adjusted to reflect no more reimbursement than the individual traveling solely for business purposes would have requested.

III. TRAVEL PLANNING.

A. Considerations.

Travel planning and approval shall be subject to various considerations including but not limited to necessity, purpose, cost minimization, resource demands including time out of the office, itinerary, logistics, weather, safety factors, and other pertinent circumstances.

B. Avoiding Influence of Personal Benefits.

1. Airlines, hotels, car rental companies, and other service providers may choose to credit their customers with miles, points, and other incentives to continue use of their services.
2. Selection of travel support vendors shall not be made based on personal benefits to Metro 4/SESARM employees or staff of participating member agencies unless two or more service options are comparable in price and the difference in expected time out of the office for one alternative versus another is inconsequential.
3. Metro 4/SESARM and participating member agency staff may keep for their personal usage any loyalty program credits for which they qualify, provided that individuals conform to the requirements of Section III. B. of these Travel Procedures.

C. Approval.

1. Prior Approval.

- a. In instances where Metro 4/SESARM grant funds will ultimately be used to cover travel costs, Metro 4/SESARM and participating member agency staff shall not make nonrefundable arrangements for any travel-related expense without having requested and received prior approval from the Metro 4/SESARM Executive Director or the participating member agency's travel authority, as applicable.

- b. Prior approval reviews shall include consideration of the necessity for the proposed travel, compatibility with the work plan for the Metro 4 or SESARM grant that will be the source of the travel expense reimbursement fund, consistency of the planned expenses with federal grant requirements, and the reasonableness of the projected costs compared to other options.
 - c. Failure to comply with this requirement may subject the staff person to having to assume the cost of such travel and/or to disciplinary action by Metro 4/SESARM or the participating member agency, as applicable.
2. Review and Approval of Reimbursement Requests.
- a. Travel by Metro 4/SESARM staff whose expenses will be reimbursed from Metro 4/SESARM funds shall be reviewed for accuracy and appropriateness by the Executive Director and/or designee prior to payment, with any necessary corrections being made before processing the reimbursement request for payment.
 - b. Travel by participating member agency staff whose expenses will be reimbursed from Metro 4/SESARM funds shall be reviewed for accuracy and appropriateness by the participating member agency's travel oversight authority and by the Metro 4/SESARM Executive Director or designee, with any necessary corrections being made before processing the reimbursement request for payment.
 - c. Reviews of reimbursement requests by Metro 4/SESARM and participating agency staff shall include:
 - i. Similarity of actual travel and expenses to original approved projections;
 - ii. Evaluation of the nature of any substantive deviations of actual expenses from original projected expenses and associated explanations;
 - iii. Verification that proper reimbursement rates have been used;
 - iv. Doublechecking of the accuracy of calculations;
 - v. Confirming existence of necessary receipts and other documentation; and
 - vi. Ensuring that the requester of reimbursement and the appropriate travel authority have signed the request.
- D. Receipts.
1. Receipts for all non-meal expenses shall be obtained and included with the respective reimbursement request, when available.

2. In all cases, receipts shall be obtained and included with the respective reimbursement request for all single item purchases or multiple items in one purchase equaling or exceeding \$25.00.
3. Metro 4/SESARM reserves the right to request additional information before reimbursing an individual if an explanation for a missing receipt is not adequate and/or an expense deviates substantially from the original projected cost.

E. Final Authority.

Final authority for reimbursement of travel expenses lies with Metro 4/SESARM after consideration of grant requirements and service commitments to participating member agencies and any necessary consultation with the Metro 4 and/or SESARM Boards of Directors.

IV. GROUND TRANSPORTATION EXPENSES.

Metro 4/SESARM and participating member agency staff shall be reimbursed for reasonable and necessary business-related ground transportation expenses, provided that the total cost of ground transportation and associated costs, including lodging, meals, rental vehicle charges, and parking, is less than for the air transportation option.

A. Agency Vehicles.

1. Participating member agency owned vehicles are available for use by staff in many cases and vehicle usage costs, except for fuel in some cases, are not reimbursable by Metro 4/SESARM.
2. An agency-issued credit card may also be available for fuel purchases, in which case Metro 4/SESARM would not normally provide a reimbursement to the agency; although a reimbursement to the agency can be done if a request is received from that agency.
3. If participating member agency staff are required by their agency to incur fuel costs using their personal credit card, such costs are reimbursable by Metro 4/SESARM unless reimbursed by the member agency.

B. Privately Owned Vehicle Usage.

1. A privately owned vehicle (POV) may be used in situations when other modes of ground transportation and air transportation are not available, cost-effective, and practical.
2. Total expected costs of POV usage shall be compared to rental vehicle costs and air transportation alternatives.

- a. Ground transportation cost comparisons will include:
 - i. Vehicle costs including the POV cost based on the federal General Services Administration (GSA) POV reimbursement rate and the business miles traveled and the rental vehicle cost including the various cost categories found in Section IV. C. 3. below;
 - ii. Parking and toll costs for the ground transportation options; and
 - iii. Mileage reimbursement costs for pickup and return of the rental vehicle from home or workstation to the rental vehicle location, whichever is closer, and return.
 - b. Air transportation cost comparisons will include:
 - i. Airfare;
 - ii. Ground transportation at the destination such as public transportation, shuttle, taxi, or ride share options; and
 - iii. POV mileage reimbursement costs from home or workstation to the airport, whichever is closer, and return.
 - c. Where the reimbursement cost for POV usage is equal to or less than that of a rental vehicle, a POV may be used, subject to its availability and dependability.
 - d. It shall also be acceptable to use a POV when the operating hours of nearby rental vehicle companies and/or logistics to and from a rental vehicle office make it complicated or prohibitive to procure a rental vehicle.
 - e. Generally, POVs will be more appropriate for short local trips.
 - f. There may be other special circumstances that favor selection of a POV as the mode of travel, subject to approval by the travel authority, with consideration of the circumstances and associated differences in costs.
3. When POV usage is cost-effective and practical, the reimbursement rate shall be:
- a. For Metro 4/SESARM staff, the GSA POV reimbursement rate in cents per mile for each travel day, bearing in mind that, on rare occasions, GSA may adjust the POV reimbursement rate during the year, in which case the rate for certain days of a trip may be different from the rate on the first day of the trip; and

- b. For participating member agency staff, the GSA POV reimbursement rate, or at the agency's discretion, the agency POV reimbursement rate to which the staff may be subject.
- C. Rental Vehicles.
 1. Rental vehicles should be used where other modes of ground transportation and air transportation are not available, cost-effective, or practical.
 2. Rental vehicles generally will be more appropriate for longer distance and out-of-town trips, up to the length that would suggest using air transportation.
 3. When comparing air transportation and ground transportation costs, rental vehicle costs should include the following cost considerations:
 - a. Daily rates for the duration of the trip versus a weekly rental rate, with the lesser cost option favored;
 - b. Insurance coverage costs, if applicable, as discussed in more detail in Section IV. C. 6. below;
 - c. Fuel costs, generally for regular unleaded gasoline; and
 - d. Mileage reimbursement costs for travel from home or the workstation, whichever is closer, to the rental vehicle location, and return.
 4. If a weekly rate is equal to or cheaper than paying a daily rate for each day of the duration of a business trip, it is acceptable to contract with the rental vehicle company at the weekly rate with the exception that the cost of any fuel used for personal activities should be borne by the individual.
 5. Rental Vehicle Class or Size.
 - a. Rental vehicles shall be limited to the smallest and/or most economical vehicle class that will suffice for the trip, taking into consideration distance, number and size of individuals being transported, and luggage/cargo to be hauled.
 - b. Sport utility vehicles, vans, trucks, and automobiles classified larger than full-size shall be avoided where possible, unless the discount rate savings would offset the associated higher fuel consumption and fuel cost for the larger vehicle.
 6. Rental Vehicle Insurance.
 - a. Staff shall not procure rental vehicle insurance from the vehicle rental company if the primary driver's POV insurance would cover the full cost of rental vehicle

damages in an accident, and/or the primary driver's credit card being used for renting the vehicle would cover the costs of such damages.

- b. Where staff would be required to assume a substantial financial obligation in the event of an accident, Collision Damage Waiver (CDW) coverage may be purchased.
- c. Other types and levels of rental vehicle company insurance coverage shall be declined, unless there is an extenuating circumstance making such additional coverage appropriate, after review by the travel authority.
- d. Metro 4/SESARM staff shall be encouraged to establish and maintain one or more corporate rental vehicle company accounts to gain access to corporate discounts, shall use said account for all cost estimates, and shall periodically reevaluate the value of the established corporate account(s) against other rental vehicle company options to ensure that available cost savings are periodically identified.

D. Obligation to Comply with Traffic Laws.

1. Staff shall comply with all local, state, and federal traffic and transportation laws and regulations.
2. Staff shall not operate any motor vehicle while on official business or while off-the-clock but on a business trip, if that person's driving ability is impaired from the current or recent use of any alcoholic beverages, illegal drugs, or abuse of prescription drugs.
3. Staff shall exercise special caution in operation of any motor vehicle while on official business or while off-the-clock but on a business trip, if using any prescription medication capable of causing drowsiness.

E. Fuel Reimbursement.

1. Staff shall be reimbursed for fuel necessary to travel to and from the business destination, if a rental vehicle is used.
2. Mid-grade and premium fuel shall not be purchased for a rental vehicle unless special circumstances require use of a vehicle with specifications for a higher grade of fuel, and use of such vehicle has been approved by the travel authority.
3. Self-serve fuel outlets should be used in all cases where available.

F. Vehicle Repairs.

1. The vehicle owner shall be responsible for all maintenance and repairs of a POV used for business purposes.
2. Rental vehicle repairs should not be initiated until the rental vehicle company has been consulted since the rental vehicle company would normally bear the cost of such repairs.
3. The individual shall not incur any rental vehicle repairs personally without consultation with, and approval from, the travel authority.

G. Accidents and Theft.

1. All accidents and thefts involving POVs and rental vehicles and/or their contents while on a business trip shall be promptly reported to the appropriate law enforcement authority in the jurisdiction in which the incident occurred.
2. If a rental vehicle is being used, the individual shall report the incident to the rental vehicle company as soon as possible, and follow the rental vehicle company's instructions thereafter.
3. Police reports shall be obtained and kept with the travel file for the specific business trip, when an accident or theft incident occurs.
4. When theft of Metro 4/SESARM assets has occurred, the individual shall contact Metro 4/SESARM's insurance agent to determine if reimbursement for all or a portion of the loss is available, and shall follow the insurance agent's instructions thereafter.

H. Parking.

1. Reasonable parking charges shall be reimbursed by Metro 4/SESARM when incurred as part of an authorized local or out-of-town trip.
2. Valet parking shall not be used unless no alternative exists.
3. Staff shall utilize an economical parking option, taking into consideration price, safety, and proximity of the parking facility to the destination of the staff.

I. Ground Transportation Alternatives.

1. Public transportation should be utilized from airports to meeting destinations when available, economical, and feasible.

2. Staff may use other ground transportation options such as taxis, shuttles, or rideshare services for ground transportation from airports to meeting destinations where public transportation is not available, economical, and feasible, and where such service is more economical than renting a vehicle.
3. Staff shall select the lowest feasible cost alternative for ground transportation at a destination.
4. Staff shall make efforts to identify discounted round-trip services where available and applicable.
5. Staff shall attempt to share ground transportation costs at a location with other event attendees, where applicable.

V. AIR TRANSPORTATION EXPENSES.

Metro 4/SESARM and participating member agency staff shall be reimbursed for reasonable and necessary business-related air transportation expenses, provided that the total cost of air transportation and associated costs, including lodging, meals, rental vehicle charges, destination ground transportation, and parking, is less than for the ground transportation option.

- A. When evaluating costs of different transportation alternatives, the following air transportation costs should be included in the comparative analysis:
 1. Ticket price;
 2. Baggage charges, if any, including extra baggage charges, if necessary;
 3. Early check-in charges, if justified;
 4. Ground transportation from the airport to the event location, and return;
 5. Airport parking; and
 6. POV mileage from house or workstation, whichever is closer, to the airport and return.
- B. During the transportation determination process, consideration should be given to the amount of travel time necessary and, thus, the amount of time away from the office with out-of-office time carrying reasonable weight in determining which transportation alternative is most feasible and cost-effective.

- C. Metro 4/SESARM shall limit its air transportation cost reimbursements to economy and coach class tickets, unless there is an extenuating circumstance that is adequately justified and approved by the travel authority.
- D. Metro 4/SESARM shall not reimburse the cost of special seating such as comfort, exit row, and aisle seating that involves an increased seat price, without the individual providing justification and necessity information to the travel authority and receiving approval to purchase such seating.
- E. The individual shall retain and provide as part of the expense reimbursement package the purchase receipt, passenger coupon, or trip itinerary containing, at a minimum, traveler name, destination, itemized costs, total cost, and an indication that the cost has been paid by the individual.
- F. Nonrefundable Tickets.
 - 1. Non-refundable tickets often provide a discount on airfare, but this option creates a financial risk that the travel authority may deem unacceptable.
 - 2. Metro 4/SESARM or participating member agency staff intending to fly to an event location shall seek and receive prior approval from the Metro 4/SESARM Executive Director or the participating member agency travel authority, respectively.
 - 3. Individuals are expected to manage carefully their travel arrangements to avoid unnecessary costs, but not to the extent that the possibilities of needing to cancel a nonrefundable ticket are substantial.
- G. Ticket Changes.
 - 1. Any ticket change costs necessitated by the issuing airline, the event host, or the individual's employer shall be borne by the individual's employer and, thus, would be reimbursable by Metro 4/SESARM for its staff or from Metro 4/SESARM funds agency support funds if the intended traveler is a participating member agency employee.
 - 2. Any ticket change costs made solely to the benefit of the employee, without emergency extenuating circumstances, shall be borne by the employee and Metro 4/SESARM shall not be requested to reimburse such cost.
 - 3. In an unusual circumstance where the cost of a ticket may have been paid by Metro 4/SESARM before the trip is taken and subsequently, the trip is canceled due to no fault of the individual, the existence of a ticket credit or coupon shall be reported to the employer and plans shall be made to utilize the ticket before the expiration date for a business purpose solely to the benefit of the employer.

4. An individual may opt to reimburse Metro 4/SESARM for the cost of a ticket for a canceled trip that has already been paid by Metro 4/SESARM, in which case the individual may utilize the ticket credit or coupon for personal benefit.

VI. LODGING ROOM EXPENSES.

Metro 4/SESARM and participating member agency staff shall be reimbursed for reasonable and necessary business-related lodging room expenses, provided that the lodging room costs are for a venue hosting an event the individual is attending, or that the individual has made a diligent effort to identify a reasonably-priced hotel or the trip does not involve attendance at an event.

A. Justifications for Incurring Lodging Expenses.

1. Metro 4/SESARM and participating member agency staff shall be reimbursed for business-related lodging costs if:
 - a. The business trip is for multiple days necessitating an overnight stay and the travel destination is 50 or more miles from the closer of the individual's home or workstation; or
 - b. The travel destination is less than 50 miles from the closer of the individual's home or workstation but substantive, the individual is required to be present at the destination early in the morning and/or late in the evening, and the travel authority has approved incurring lodging costs.

B. Lodging expenses including taxes shall be reimbursed to a Metro 4/SESARM or participating member agency employee upon presentation of a lodging receipt or folio from a commercial lodging establishment containing the name of the individual and the date of check-in and/or check-out.

C. An individual may not claim reimbursement for lodging when the lodging was provided by a person who is not in the business of providing lodging.

D. Metro 4/SESARM shall not be responsible for in-room expenses such as meals, telephone calls, laundry services, movies, in-room or lobby snack, refreshment, or bar charges, late checkout fees, or other non-business expenses.

E. Metro 4/SESARM and participating member agency staff shall seek lodging that is as economical as possible, taking into consideration lodging room cost, the location of the event that is the purpose of the trip, if applicable, accessibility to restaurants, safety, and other pertinent factors.

- F. When travel is not to attend an event, preliminary surveying of hotel rates should be conducted in advance of making a hotel reservation, to find a reasonably-priced, suitable hotel.
- G. Generally, it is acceptable to make a lodging room reservation at an event location with a lodging room price exceeding the GSA lodging rate for the city, provided that the cost is not exorbitant and that the bulk of the event attendees are staying at that lodging facility, but obtaining approval from the travel authority is recommended before incurring such lodging room costs.
- H. Metro 4/SESARM and participating member agency staff should never make a lodging reservation obligating payment of lodging room rack rates; that is, the maximum room rate ever charged at the facility during periods of highest demand.
- I. Metro 4/SESARM and participating member agency staff should always seek an event, corporate, government, or other discounted lodging room rate.

VII. MEAL AND INCIDENTAL EXPENSES.

Metro 4/SESARM and participating member agency staff shall be reimbursed for reasonable and necessary business-related meal and incidental expenses while on official travel involving an overnight stay, provided that each meal qualifies for reimbursement as prescribed in these procedures.

A. Meal Expenses.

1. Metro 4/SESARM Staff Meal Expense Reimbursements.

- a. Metro 4/SESARM staff shall be reimbursed for meals using the federal GSA meal reimbursement rate process with modifications noted herein.
- b. The meal reimbursement rates applicable to Metro 4/SESARM shall be determined by consulting the federal GSA web site for the destination city of the trip.
- c. The meal reimbursement rate of the destination city shall apply to all reimbursable meals, irrespective of the specific locale where a meal was purchased while traveling to or from a destination that included overnight lodging.
- d. Federal meal rates are broken down into breakfast, lunch, and dinner components for each destination, either a city or county in a specific state.
- e. Metro 4/SESARM staff qualify for meal reimbursements when the following criteria are met:

- i. The individual has incurred a meal expense for a specific meal; and
 - ii. Breakfast – business travel fully includes the hours of 6:30 a.m. to 8:30 a.m., local time at the individual’s workstation;
 - iii. Lunch – business travel fully includes the hours of 11:30 a.m. to 1:30 p.m., local time at the individual’s workstation; and/or
 - iv. Dinner – business travel fully includes the hours of 5:30 p.m. to 7:30 p.m., local time at the individual’s workstation.
- f. An individual does not qualify for a meal reimbursement when:
- i. The individual is not on business travel status that includes overnight lodging;
 - ii. The individual is not on business travel status completely over the specified two-hour period for each meal;
 - iii. The individual has not incurred a meal cost for a specific meal, for whatever reason;
 - iv. The individual has been reimbursed for a meal cost by the employer; and/or
 - v. A full meal has been provided as part of a meeting or event through an overnight lodging charge, an event registration fee, or other means, provided that the individual does not have special dietary needs that require purchase of an alternative meal.
- g. A continental breakfast does not qualify as a full meal and, thus, if an employee needs a more substantial meal and incurs such a cost, the expense shall be reimbursable.
2. Participating Member Agency Meal Expense Reimbursements.
- a. Participating member agencies may opt to use the Metro 4/SESARM staff meal expense reimbursement procedures specified in Section VII. A. above.
 - b. Participating member agencies may opt to ask Metro 4/SESARM to use their respective meal expense reimbursement procedures, in which case the requesting agency shall provide information on those agency-specific procedures to Metro 4/SESARM so that the Metro 4/SESARM staff will be properly equipped to review a reimbursement request before payment.

B. Incidental Expenses.

1. Metro 4/SESARM will reimburse Metro 4/SESARM and participating member agency staff for actual business-related incidental expenses.
2. Business-related incidental costs shall but are not limited to:
 - a. Tips to hotel and event venue bellhops for luggage, equipment, and materials delivery services to lodging rooms and/or meeting rooms;
 - b. Tips to hotel housekeeping staff for turndown services; and
 - c. Other miscellaneous, necessary business-related incidental costs.
3. Metro 4/SESARM shall not make payments to individuals when expenses were not incurred.
4. Receipts may not be available for most incidental expense, except that bellhops may be able to provide receipts.
5. Individuals should request invoices, where available, when in the presence of persons providing incidental services.

VIII. OTHER TRAVEL EXPENSES.

- A. Metro 4/SESARM and participating member agency staff may be reimbursed for other business-related expenses based on documented invoices or receipts showing the cost and nature of services provided.
- B. Metro 4/SESARM staff may find situations where they need to purchase equipment, supplies, refreshments, and other meeting support services while on travel status. In such cases, reimbursement may be sought, as appropriate, in the travel expense reimbursement request or in a separate event-related expense reimbursement request.

IX. MAKING TRAVEL ARRANGEMENTS.

- A. Travel arrangements shall be made in a timely manner to take advantage of any available early discounts.
- B. Nonrefundable arrangements shall not be made until travel approval for the trip has been granted, and then only after consideration of whether the financial risk justifies such a purchase.

- C. Staff shall make reasonable efforts to identify economical travel alternatives when making all travel plans including checking multiple air and ground transportation and lodging options where possible.
- D. Documentation of cost considerations and the selected vendor(s) shall be maintained with each travel expense reimbursement package.
- E. Staff shall ensure that they obtain confirmation numbers and maintain confirmatory e-mail messages or other documentation regarding the arrangements made.

X. EXPECTATIONS WHILE ON TRAVEL STATUS.

- A. Staff shall minimize time away from the office where possible by departing as late and returning as early as possible and reasonable, while ensuring that the bulk of the meeting or other event is attended that is the purpose of the trip.
- B. Staff shall not leave meetings or other events for the purpose of recreation or other personal interest without taking appropriate personal leave and without having received approval to do so in advance.
- C. At all times when traveling, staff shall maintain professional demeanor reflective of the professional agencies Metro 4 and SESARM represent.
- D. Staff attire at meetings shall be consistent with the expectations of the meeting planners and may range from business professional to casual depending on the venue and type of event.

XI. TRAVEL EXPENSE REIMBURSEMENT FORMS AND REQUEST PROCESS.

- A. Metro 4/SESARM may prescribe the use of any state agency or federal travel expense reimbursement forms in addition to its own forms to document expenses and facilitate reimbursements.
- B. Any travel expense reimbursement form used shall include the name and contact information for the individual requesting reimbursement, agency affiliation, purpose of the trip, destination, dates and times of the departure and return, and an itemization of all individually distinguishable charges incurred on the trip.
- C. Images of the current two-page Metro 4/SESARM travel expense reimbursement form may be found in Attachment 1 to these Travel Procedures with an editable Excel version available upon request.
- D. The Metro 4/SESARM travel expense reimbursement form includes two pages with the first allowing entry of information relative to lodging, meals, and mileage costs and the

second to document other costs including air fare, ground transportation, incidentals, and other miscellaneous costs.

- E. Metro 4/SESARM and participating member agency staff shall be responsible for documenting business-related expenses, completing required forms, and submitting all reimbursement requests to SESARM within thirty days after incurring reimbursable expenses, except in unavoidable circumstances.
- F. Failure to submit a reimbursement request within sixty days of completion of travel may result in an expense reimbursement being considered taxable income by the IRS, as noted in IRS Publication 463.
- G. Included with travel reimbursement forms shall be a copy of the agenda of the event that was the purpose of the travel, if available and if the event was not sponsored or hosted by Metro 4/SESARM.
- H. Staff may be required to provide additional information regarding the proceedings of the event attended, if requested by Metro 4/SESARM.

XII. TRAVEL EXPENSE AUDITING.

- A. Metro 4/SESARM shall carefully review travel expense reimbursement requests to ensure that all costs are justified, all required invoices and other documentation are present, that there are no mathematical errors, and that the requests are signed by the individual and the travel authority.
- B. The auditor shall initial or sign and date the request prior to processing the request for payment.
- C. The Metro 4/SESARM Executive Director shall have the Metro 4 and SESARM Secretary/Treasurers review, approve, and provide other oversight for Executive Director reimbursement requests.
- D. Metro 4/SESARM and participating member agency management staff have an obligation to provide advance approval of travel expenses and oversight and approval of travel expense reimbursement requests related to their respective employees and shall ensure that requested reimbursement amounts are appropriate and approvable.

XIII. TRAVEL PAYMENT PROCESSING.

- A. Metro 4/SESARM shall reimburse its staff and participating member agency staff in a timely fashion, generally during the next mid-month or end of month payments, whichever is the next payment processing period, after receipt of a reimbursement request.

- B. Expense reimbursement checks shall be mailed via regular mail as soon after preparation and signature as practical and in accordance with the Metro 4/SESARM Financial Management Procedures.

XIV. PROCEDURES FOR COMBINED PERSONAL AND BUSINESS TRAVEL.

- A. Business travel arrangements shall not be made by Metro 4/SESARM or participating member agency staff unless the primary benefit is to Metro 4/SESARM and or a participating member agency.
- B. An employee may request prior approval to extend business travel to accommodate personal travel, subject to the approval of Metro 4/SESARM and, where applicable, the participating member agency, if the proposed itinerary does not cause serious complications in completing critical work nor create unacceptable demands on the Metro 4/SESARM staff to process and approve the request and if the employee has sought and received approval for personal leave corresponding to the non-business portion of the proposed trip.
- C. When a package of combined business and personal travel arrangements is being considered, the individual shall exercise extreme care to ensure that expense reimbursements sought are solely for business purposes by conforming with the following conditions:
 - 1. If the stay at a business location is extended either prior to or after the business mission, the entire airfare may be reimbursed, subject to documentation that the altered itinerary was not more expensive.
 - 2. If an alternate itinerary to accommodate personal interests is more expensive than for the business travel alone, the employee shall reduce the overall business travel expense reimbursement request by an amount equivalent to the non-business-related costs incurred for each expense category that is negatively affected by the personal interest.
 - 3. Tickets purchased separately such as additional flight legs to travel on personal business shall not be included in the price when comparing the cost of tickets.
 - 4. Additional charges for lodging, subsistence, transportation, parking, and fuel, and additional person charges in hotels, shall be borne by the employee.
 - 5. Approval for a combination of business and personal travel shall be obtained prior to making any nonrefundable commitments for travel.
 - 6. To qualify for combining business and personal travel, cost comparisons shall be obtained prior to purchasing tickets, a written quote or printout shall be obtained from the airline, travel agency, or website as proof of the precise business cost for

the direct route to and from the business location, and the travel authority shall review the proposal.

7. Valid comparisons of business-only and combined business/personal travel shall be based on business event destinations and normal departure and return times if the travel occurred only as a fully-business-related trip.
8. If personal destinations other than normal connecting and destination airports are included in air travel arrangements, the amount reimbursed shall be an amount directly related to the cost of airfare for the business origin, destination, and return itinerary based on one economy or coach class ticket price.

XV. CERTIFICATION AND SIGNATURE.

This certifies that these Travel Procedures have been prepared for the exclusive use of Metro 4 and SESARM, that they will be made available to all Metro 4/SESARM staff and the Metro 4 and SESARM Boards of Directors, and that the requirements herein will be explained in adequate detail to ensure that all Metro 4/SESARM staff and representatives are aware of, comply with, and fully implement them.

Greg DeAngelo, Executive Director
Metro 4/SESARM

Travel Procedures—Attachment 1

METRO 4/SESARM EXPENSE REIMBURSEMENT REQUEST FORM											
Payee	Firstname Lastname				Purpose/	Event Name					
Address	Address to send check				Destination	Event City/State					
Start	Month dd, yyyy; hr:min a.m./p.m.				Agency	Pick from list or type Agency					
End	Month dd, yyyy; hr:min a.m./p.m.										
DAILY ITEMIZED EXPENSES											
Date	Description or Purpose	Breakfast	Lunch	Dinner	Meal Total	Lodging	Total	Business Miles Traveled	Mileage Cost	Other Expenses	Total Daily Expenses
		if travel included 6:30 AM 8:30 AM	if travel included 11:30 AM 1:30 PM	if travel included 5:30 PM 7:30 PM	Meal Rate \$0	Fed Rate	Subsistence		Current federal rate		
					Incidentals go on attachment See tab below	Plus tax	Meals and lodging			See Attachment for Details	
Date	Origin city - Destination city Purpose				\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
					\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
SUMMARY OF EXPENSES											
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	
TOTAL EXPENSE REIMBURSEMENT REQUESTED											\$0.00
<p>I certify that this reimbursement request is for business expenses incurred solely for, and authorized by, the noted agency. The information contained herein is true and correct to the best of my knowledge and belief.</p>											
Payee Signature: _____				Agency Signature: _____				M4/SES Review: _____			
Date: _____				Date: _____				Date: _____			

1 **Employee:** Firstname Lastname

2 **Agency:** Pick from list or type Agency

3 **Date:** Month dd, yyyy; hr:min a.m./p.m.

4

5 **Other Expenses - Attachment 1**

6	DATE	COST	ITEM	VENDOR	JUSTIFICATION OR PURPOSE
7	Date				
8					
9	Day 1				
10					
11					
12	Total	\$0.00			
14					
15					
16	Day 2				
17					
18					
19	Total	\$0.00			
21					
22					
23	Day 3				
24					
25					
26	Total	\$0.00			
28					
29					
30	Day 4				
31					
32					
33	Total	\$0.00			
35					
36					
37	Day 5				
38					
39					
40	Total	\$0.00			
42					
43					
44	Day 6				
45					
46					
47	Total	\$0.00			
49					
50					
51	Day 7				
52					
53					
54	Total	\$0.00			
56					
57					
58	Day 8				
59					
60					
61	Total	\$0.00			
63	Total	\$0.00			
64					