

TRAVEL REIMBURSEMENT

BACKGROUND

GDEcD Policy: State employees required to travel for official business must comply with all statewide travel regulations in effect at the time of travel. Statewide Travel Regulations can be found at <http://sao.georgia.gov>. If any LWDA or grant sub-recipient does not have an agency meal policy, they will be subject to the terms and regulations found within the Statewide Travel Regulations.

Proposed Southwest Georgia WDB Policy Clarification: Travel Expense, Reimbursement and Meal

POLICY

The SGWA WDB may reimburse members of boards and councils, consultants, volunteers, service providers, and others for travel expenses incurred for an allowable purpose benefiting the workforce investment system. This policy will be consistent with the City of Colquitt, Georgia policies regarding reimbursement cost for travel, transportation, lodging, subsistence and other related items.

Travel costs are expenses for transportation, lodging, subsistence, and related items incurred by employees and others who are on travel status on official business of the organization. Travel expenses must be reasonable and necessary, and for a bona fide business purpose related to the funding source. All supporting documentation must be kept on file. Meals, lodging, rental cars, airfare, mileage for employee-owned cars, and other travel expenses may be paid for staff and participants who travel as part of their job, training activity or grant purpose. Documentation of the purpose and cost of travel must be maintained. No employee may be reimbursed for expenses incurred in going to and from work.

Definitions:

1. External Customers would normally be considered as program participants and/or employers. Professional colleagues would normally be considered individuals outside of the organizations influence but sharing common interests and goals of the organization.
2. Internal Customers are employees, and sub-grantees.
3. A trainer is neither an internal customer nor an external customer and cannot be used to determine if food is allowable.

ALLOWABLE COSTS

1. Meals that can be paid with ETA funds in accordance with 2 CFR 200 and can be a direct charge or charged through an indirect cost allocation plan.
2. Meals while employees are in travel status are allowable per City of Colquitt and WDB travel policy.
3. Meal costs are allowable when the grantee incurs such costs in the process of conducting meetings or conferences with external customers as defined above.

Policy/Procedure Name: Travel Reimbursement
Policy/Procedure Number: 3
Effective: January 1, 2013
Revised: State Admin Name Change Only – April 2014
Revised: WIOA-WDB Name Change Only – July 2015



For all training sessions in which a non-refundable deposit or fee is required, and the City of Colquitt has made such a payment, attendance by the individual or a suitable replacement will be required. If the individual has signed up for a session he or she cannot attend, the individual should find a replacement (either from individual's organization or another service provider). If unable to find a replacement, the said organization will be held responsible for reimbursing the City of Colquitt the full amount of the deposit.

Procedure for Travel Reimbursement:

1. Submit request for travel with full explanation of training attached. Include training brochures, dates, hours, costs, instructor, purpose and location. Calculate estimated expenses for registration fees, meals, transportation, and lodging. Use allowances for meals, hotel, and travel will be reimbursed at City of Colquitt approved rates.
2. Send to Executive Director for approval.
3. Submit Travel/Expense Form for reimbursement of registration fees, meals, transportation, and lodging. Copies of approved travel and receipts for actual expenses must be attached.
4. Reimbursement will be made by the City of Colquitt.
5. City of Colquitt Employees use the City of Colquitt Travel Expense Form (attached).