

512 Staff Overnight Travel

Effective Date: 9/17/2008

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MHLS will reimburse employees for reasonable business travel expenses incurred while attending staff development events or MHLS-related activities away from the normal work location. All staff overnight travel must be approved in advance by the Executive Director.

Employees must contact the Business Office to coordinate their travel arrangements and for guidance and assistance on travel procedures.

Reimbursable expenses include travel, meals, lodging and other expenses directly related to staff development events or MHLS-related activities. Expenses for entertainment and alcohol will not be reimbursed. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- ☐ Maximum reimbursement for lodging cost will be based on Federal reimbursement rates for the place of lodging. The per diem lodging rates for locations within the continental United States are revised annually. Reimbursement will be based on actual lodging cost as report on a receipt. A lodging receipt is required for reimbursement. <http://www.gsa.gov/portal/content/104877>
- ☐ Fixed rate reimbursement for meals and incidental expenses based on Federal reimbursement rates for the place of travel. The per diem meals and incidental expenses rates for locations within the continental United States are revised annually. Receipts are not required for reimbursement for meals and incidental expenses. <http://www.gsa.gov/portal/content/104877>
- ☐ Air, train or bus fare for travel in coach or economy class or the lowest available fare provided such fares do not result in unreasonably long travel times.
- ☐ Car rental fees for subcompact, compact or mid-sized cars (if for self). Car rental should be used only when the cost is less expensive than that of other available transportation and alternatives do not result in unreasonably long travel times.
- ☐ Shuttle or airport bus service fees, where available; costs of public transportation for other ground travel if available and safe. Taxi fares, only when there is not a less expensive alternative or when using taxis may ensure personal safety.
- ☐ Reasonable expenses incurred while traveling on business may be reimbursed, such as for fax and Internet charges for business use.
- ☐ When travel outside of the MHLS service area is completed, employees should submit a completed Travel Expense Form within 30 days. This form should be accompanied by receipts for all expenses other than meals covered by the per diem rates detailed under #2 above.

Mileage for use of personal vehicles will be reimbursed only when less expensive transportation is not available. Reimbursement is at the current maximum rate allowed by the IRS for the most efficient route, plus tolls and parking. When using a personal vehicle, or vehicles owned, leased, or rented by MHLS, the employee must operate the vehicle in a safe manner and must abide by all traffic rules and regulations. Employees who are involved in an accident while traveling on business must promptly report the incident to the police and Business/Finance Manager and the rental company, if applicable.

For travel or any other purchases, MHLS's Tax Exempt Certificate is to be used whenever feasible. Tax exempt forms may be obtained from the Business Office.

Abuse of this travel reimbursement policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.