
Subject: Travel Reimbursement Policies

Source: This policy complies with Head Start Performance Standard 1304.50(f)

I. TRAVEL REIMBURSEMENT POLICIES

General. Authorized travel expenses incurred by the NTPCD/Early Head Start Director/Executive Director, Managers, Staff, Board of Director, Policy Council member or volunteer, and for attendance at state and national conferences, workshops, trainings, and seminars shall be subject to the advance and reimbursement rules in accordance with the following policies.

II. AUTHORIZED TRAVEL "Authorized travel" is defined for purposes of this travel policy as follows:

NTPCD/Early Head Start Director/Executive Director, Managers, Staff, Board of Director, Policy Council member or volunteer:

- a. Only travel authorized in advance by the NTPCD/Early Head Start Director/Executive Director shall be deemed authorized travel for staff, volunteers, and governance members.
- b. The traveler will fill out the "Intent to Travel" form and submit to the Early Head Start Director as soon as possible but no later than three weeks prior intended travel and a copy of conference booklet/information attached. Approval will be signed by the Early Head Start Director/Executive Director;
- c. A Travel Advance Request Form will then be completed by the program staff to include: (Secretary for Director; Managers; and Center Coordinator for self and teacher). The program staff will then proceed by first completing the registration for traveler and making lodging arrangements. When the program staff has been given the conference/training confirmation notice, then airfare (when applicable) arrangements can then be completed.
- d. All Travel Advance Request Forms shall be resolved before and no later than five (5) working days after return travel to include any balances owed to NTPCD, EHS and eligible receipts. Any incurred balances will be issued no later than five (5) working days after Travel Report Form is completed, approved and received by Fiscal Agent.

III. **SPOUSES OR GUESTS** - No travel expense of any kind will be reimbursable for a spouse or guest accompanying any persons conducting travel on behalf of North Texas Parent and Child Development, Inc. /Early Head Start.

- IV. **ALLOWABLE TRAVEL COSTS** include - transportation, per diem, lodging, parking fees, registration, and other similar expenses.

TRAVEL FORMS

Travel Advance Request Form. All Travel Advance Request Forms must be supported by a tentative agenda for the meeting/conference/training attending, reflecting dates/city and registration fee, and/or written explanation as for the need to travel, and conference hotel, if applicable. The Travel Advance Request should only contain reasonable and allowable travel expenses.

The Travel Advance Request is used as a check request for per diem and will go to the NTPCD Director/Executive Director for signature, who will then forward to the NTPCD/EHS Fiscal Agent.

Travel Report Form

Travel Report Form. Managers and Staff traveling on behalf of North Texas Parent and Child Development Inc., Early Head Start, will within five (5) working days of returning from travel, submit to the program Director/Executive Director, completed Travel Report Form with applicable expense receipts for hotel, shuttle fees, and airline stubs, and any remaining cash from a cash advance for shuttle fees/parking. The program Director/Executive Director will give the completed travel report for each employee(s) that traveled, with all supporting receipts attached to the NTPCD/EHS Fiscal Agent within 10 business days of employee(s) submitted/completed Travel Report Form. Receipts for money advanced to the traveler for per diem does not require a receipt post trip. In lieu of a computer or cash register generated receipt, a written statement explaining why receipt is not available should be given as a last resort. The written receipt will not be a common practice by any traveler, and cannot be used to side-step program policies and procedures. Only reasonable and allowable travel expenses will be reimbursed such as approved transportation, per diem, registration, lodging, parking fees, and other similar expenses. Travel Report Form not received within five (5) working days will be completed by Early Head Start Director based on received justified receipts.

- V. **TRANSPORTATION**

Use of Personal or Leased Motor Vehicles.

NTPCD/EHS shall reimburse individuals for using a personally owned or leased motor vehicle, with prior approval from the Early Head Start Director/Executive Director. The lease of a motor vehicle must be for travel to and from the training facility to the hotel when no other option is available. Mileage shall be advanced or reimbursed at a fixed rate

allowance as stated by U.S. General Services Administration, Washington DC, web address of www.gsa.gov. Except for toll fees and airport parking fees, or other parking fees incurred while employees is away from their place of employment, no additional expenses incidental to the operation of such motor vehicles shall be reimbursed. Reimbursement for Leased or rental automobiles shall be for less than luxury automobile rates.

Computing Distances in Texas.

The advance or reimbursement authorized in this subsection for travel within the State of Texas shall be based upon the shortest route between points. For travel within Texas, for the purpose of computing the shortest route, the mileage guide as published by the State Comptroller of Texas will be utilized (www.driving-distances.com) click on icon on the left side of page "Road Mileage Calculator"; next screen input to and from zip code and click "**calculate US route**" use rates by miles. All other distances will follow the mileage reflected in map quest.

Travel between a residence and the airport.

NTPCD/EHS employees traveling in a personally owned or leased motor vehicle between their residence and the nearest airport may be reimbursed for mileage at the rate specified in Roman numeral V, above.

1. If the travel occurs during working hours, the reimbursement may not exceed the reimbursement that would be due, had the employee traveled between a place of employment and the airport.
2. A NTPCD/EHS employee may be reimbursed for the mileage incurred by another person while transporting the employee between his residence and the nearest airport during working or non-working hours so long as the employee demonstrates that the reimbursement would be equivalent to or less than the cost of using their personally owned or leased motor vehicle.

Travel within the region.

A NTPCD/EHS employee may be reimbursed for mileage at the rate stated by the U.S. General Services Administration, Washington DC, web address of www.gsa.gov. Employees will track their odometer readings from their place of employment to the point of destination, using NTPCD/EHS form titled "Employee Personal Vehicle Mileage Log". NTPCD/EHS will reimburse employees for local mileage no more frequently than on a monthly basis. Employees are required to submit the NTPCD/EHS form "Employee Personal Vehicle Mileage Log" to the Accounting Office within 5 business days after the 31st of the Month.

Travel between a residence and a place of employment.

A NTPCD/EHS employee may not be reimbursed for mileage when traveling in a personally owned or leased motor vehicle between his/her residence and place of employment unless (1) the travel is necessitated by extraordinary circumstances, and (2) the travel occurs during non-working hours.

Mileage rate for travel outside of the State of Texas.

NTPCD/EHS employees traveling alone may be reimbursed at the mileage rate stated above for the use of their personally owned or leased motor vehicles while traveling outside the State of Texas in accordance with this paragraph. The reimbursement may not exceed either of the following: (a) the amount the employees would have received had they traveled by air in the economy, plus the expenses necessary to complete such flight or (b) the reimbursement calculated at the standard mileage rate for the actual miles traveled.

Mileage calculated between an employees' place of employment and the airport, plus other necessary and reasonable expenses that would have been incurred at the airport had the employee flown, including parking fees, shall be considered as expenses necessary to complete a flight for the purpose of this paragraph.

Travel by a group of NTPCD/EHS employees outside the State of Texas.

When two or more NTPCD/EHS employees travel together outside the State of Texas in a motor vehicle that is owned or leased by one of those employees, the reimbursement for the use of that vehicle shall be based upon the total miles between the motor vehicle owner's place of employment and the employees' destination at the standard mileage rate authorized elsewhere in this policy. However, this reimbursement shall not exceed the total cost, had each employee flown the average economy airfare plus the expenses necessary to complete the flight as specified in above section. Employees should coordinate travel to the same location at the same time by two or more NTPCD/Early Head Start representatives, considering the point of origin for traveling parties, differences in travel times, etc.

Directly Paying Commercial Transportation.

NTPCD/EHS may directly pay commercial transportation companies prior to the travel of their employees if the companies required the payments to be made in advance in order to obtain lower rates. Cancellation charges are payable if they are incurred because of a business-related reason or circumstances of an emergency nature.

VI. Lodging

All actual reasonable and appropriate expense for lodging incurred during authorized travel shall be advanced or reimbursed in accordance with the guidelines in the NTPCD/EHS travel policy. NTPCD/EHS employees follow the allocated lodging reimbursement stated in the U.S. General Services Administration in Washington DC, web address of www.gsa.gov, in the cases in which the negotiated conference rates for officially sanctioned conferences or meetings exceed the allowed state reimbursement rates for lodging, an exception is granted.

VII. Meals

Per Diem allowances for meals and incidental expenses incurred during authorized travel shall be advanced or reimbursed for staff, volunteers, committee members and Executive Committee members. Meals shall be advanced or reimbursed at a fixed per diem allowance as stated by U.S. General Services Administration, Washington DC, web address of www.gsa.gov.

Per Diem allowances will be pro-rated at 75% for the first and last day of travel, and 100% meal per diem for all other days.

Registration Fees, Materials and Incidental Expenses

All registration fees, material costs and other miscellaneous fees or costs associated with attending an authorized attendance at state and national conferences, workshops, trainings, and seminars will be advanced or reimbursed according to the approval of the NTPCD/EHS Director/Executive Director. Incidental expenses are necessary and reasonable expenses incurred by an employee when traveling on NTPCD/EHS business such as applicable hotel taxes, will be paid. Taxes on meals will not be paid, and will be the responsibility of the employee, if a receipt shows tax was charged.

VIII. PROHIBITED COSTS

Costs of personal business expenses, personal use of a personally owned or leased vehicle, unless such use of personal vehicle for NTPCD/EHS business was authorized by the NTPCD/EHS Director/Executive Director prior to that use, personal entertainment, amusements, individual services such as dry cleaning or laundry, social activities, expenses reimbursed from another public jurisdiction or private source. Any expense that was compensated for initially through a per diem or a group purchase, alcoholic beverages, traffic citations, and illegal or unlawful activities are not allowable reimbursable travel costs, and tax on meals.