

Region VII Workforce Investment Board


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Region VII Workforce Investment Board Guidance Letter 3-15

TO: All Region VII Workforce Investment Board Local Elected Officials
All Region VII Workforce Investment Board Members
All Region VII Workforce Investment Board WORK4WV Career Center

FROM: Mike Reel, Chair, Region VII Workforce Investment Board 

SUBJECT: Region VII Workforce Investment Board Travel Policy

EFFECTIVE DATE: January 1, 2004

CANCELLATION: WIB Guidance Letter 1-01

1. Purpose: To establish the travel policy for Region VII Workforce Investment Board Local Elected Officials (LEOs), Workforce Investment Board (WIB) Members, and the Region VII Workforce Investment Board's Youth Council.
2. Reference: 20 CFR 667.200
3. Background: This policy is designed to provide travel reimbursement to LEOs, WIB Members, and Youth Council Members while conducting official business for the Region VII Workforce Investment Board.
4. Policy: It is the policy of the Region VII Workforce Investment Board to authorize travel reimbursement to LEOs, WIB Members, and WIB Youth Council members while conducting official WIB business for the Region VII Workforce Investment Board.
 - a. Allowable travel costs include: lodging, meals, transportation, taxi fares, registration fees, parking fees, baggage transfers, and bridge and toll charges.
 - b. Personal mileage, which will be reimbursed at a rate not to exceed the State travel rate, may be claimed when using a privately owned vehicle. Reimbursement will be for actual mileage only as related to WIB business.
 - c. Board members and Youth Council Members that represent a mandated partner as defined in 20 CFR 662.200 will not be reimbursed for regularly scheduled board meetings and regularly scheduled WIB committee meetings. LEOs will not be reimbursed for attending regularly scheduled LEO meetings, WIB meetings, and WIB committee meetings.

- d. Travel conducted by LEOs, WIB Members, and Youth Council Members that are not regularly scheduled LEO, WIB, or Youth meetings and conducted outside the region or outside the state may be reimbursed to the LEO, WIB Member, Youth Council Member, and WIB Staff Member at the prevailing location per diem rate.
 - e. The WIB Director must approve all travel requests seven days prior to travel. However, mileage reimbursement for regularly scheduled board meetings, committee meetings, and youth council meetings does not require advance approval.
 - (i) All LEOs, WIB Members and Youth Council Members will utilize WIB Form 09 for travel approval when advance travel funds are requested.
 - f. The cost of renting cars or other special conveyance in lieu of private transportation will be permitted when necessary to conduct official WIB business and privately owned vehicles cannot be used.
 - g. Commercial airline travel shall be coach or tourist rate. Receipts must be provided for reimbursement. Should an individual have to use a private vehicle in lieu of commercial airfare, the reimbursed cost for travel cannot exceed the lowest cost of the roundtrip airfare.
 - h. There will be no out-of-state travel unless specifically approved by the WIB. The traveler must ensure request for travel is submitted in a timely manner for approval by the WIB seven days prior to travel.
 - i. In state travel per diem will be reimbursed at the current state per diem rate. Out-of-State travel per diem will be based on the prevailing Federal Per Diem Rate for that state.
 - j. Reimbursement for meals and incidental expenses will be adjusted as follows:
 - a. On the day of departure, the individual will receive 100% of the meal and incidental expense rate for that day if the individual leaves prior to 7:00 a.m. and 12:00 p.m.; the individual shall receive 85% of the meal rate and incidental expense rate for that day. If the individual leaves after 12:00 p.m., the individual will receive 60% of the meal and incidental expense rate for that day.
 - b. On the day of return, the individual shall receive 100% of the meal and incidental expense rate for that day if the individual arrives home after 6:00 p.m. If the individual arrives between 12:00 p.m. and 6:00 p.m., the individual shall receive 40% of the meal and incidental expense rate for that day. If the individual arrives between 7:00 a.m. and 12:00 p.m., the individual shall receive 15% of the meal and incidental expense rate for that day. If the individual arrives home, before 7:00 a.m., the individual will receive no reimbursement.
5. Reimbursement: Reimbursement for authorized travel expenses will be conducted

upon proper completion and submission of a WIB Travel Reimbursement Form (WIB Form 10). Required receipts include: lodging, parking, transportation (taxi, air, etc.), registration fees, bridge tolls and road toll charges. Should an individual not provide the proper receipt(s), reimbursement will not be allowed.

6. Expiration Date: Effective until rescinded or modified by the Region VII Workforce Investment Board.

**Region VII Workforce Investment Board
Travel Authorization and Travel Advance Request**

Name: _____ Title: _____ Date: _____

The following WIB related travel is requested for approval:

To: _____ Dates: _____ to _____

Purpose: _____

Mode of Travel: _____

Travel Cost: _____

Per Diem Cost: _____

Other Costs: _____

Total Costs: _____

Signature of Requestor Date

Authorized By Date

Travel Advance Request

Request advance travel funding to support the above WIB related travel expenses:

Estimated Total Expenses \$ _____ x .75% = \$ _____
Advance Request

Authorization for advance travel in the amount of \$ _____ is authorized to _____
_____ for the above travel. The traveler understands that if expenses are less
than the advance, the difference must be refunded to the WIB.

Traveler Signature Date

Approval by WIB Director Date

