



Arkansas Workforce Center at Little Rock

LRWDB Travel Policies and Procedures

LITTLE ROCK WORKFORCE DEVELOPMENT BOARD
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Directive Number	SUBJECT
POL 2023 Travel Policies	LRWDB Travel Policies and Procedures
Date of Issuance/Impact	POLICY IMPACT
March 8, 2023	LRWDB Employees and Board Members Staff Members of Federal Grant Sub-Recipients
Effective Date	Revision Date
Immediately	March 3, 2023

PURPOSE

The purpose of this policy is to describe and define the Little Rock Workforce Development Board's travel policies and procedures in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U. S. Department of Labor (ETA) and Cost Principles in Uniform Guidance [2 CFR part 200].

POLICY

This document establishes policies governing the reimbursement of travel, entertainment and other business expenses incurred during the conduct of the Little Rock Workforce Development Board's (LRWDB's) business. It is the LRWDB's policy to reimburse employees and board members as well as staff members of federal grant sub-recipients, including but not limited to the Little Rock Workforce Center's one-stop operator, for ordinary, necessary and reasonable expenses when directly related to the transaction of organizational business.

Travel on Official Business within the District Area

Employees shall be reimbursed for transportation cost computed up to the published IRS Yearly Standard Mileage Rate. When computing travel reimbursement, the point of departure and return is the Little Rock Workforce Development Area located at 5401 South University Ave, Ste 146, Little Rock, Arkansas. Meals will only be reimbursed when the employee's travel is more than twelve (12) hours or overnight travel is required and will follow the GSA rates published at www.gsa.gov. The employee must submit detailed receipts on all expenses.

Travel on Official Business to Destinations outside the District Area

Employees and Board members on authorized trips shall be reimbursed for transportation costs computed up to the published IRS Yearly Standard Mileage Rate for private automobile, actual cost by public carrier, or actual rental car expenses and other authorized expenses such as conference registration, etc. Meals will only be reimbursed when travel is more than twelve (12) hours or overnight travel is required and will follow the GSA rates published at www.gsa.gov. Lodging rates will also follow the GSA rates published at www.gsa.gov; however, when conference hotel rates that have been established by the conference are above the established GSA rate, conference hotel rates can be reimbursed as long as the Executive Director has approved this request. The employee/board member will include the conference hotel block information with their travel request. The employee/board member must submit detailed receipts on all expenses.

Reimbursement Responsibilities

Travel expenses are those where there is the expectation of deriving current or future benefit for the LRWDB. Generally, the employee is actively engaged in a business meeting, training, conference or other activity necessary to the performance of the employee's job duties.

LRWDB employees are expected to exercise prudent business judgment regarding expenses covered by this policy. Employees submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

Reimbursement for all travel-related expenses requires the written approval of the LRWDB's Executive Director.

Forms and Documentation

An itemized Travel (Advance) Checklist is created by the Office Manager or traveler and submitted to the LRWDB Executive Director for his/her signature. The form must indicate the estimated expenses for the trip and if the traveler desires advance payment. The Office Manager issues any advance travel check one week prior to the traveler's departure.

The traveler must complete a return "Expense Report" form and submit all necessary receipts and Travel Advance Checklist to the LRWDB Office Manager within 30 days of the traveler's return. The LRWDB Executive Director must sign this form, which indicates the amount either owed to the LRWDB or the amount to be reimbursed to the traveler.

Original receipts are required for all expenses submitted for reimbursement except where explicitly stated as not required in this policy. Requests for exceptions to this policy should document extenuating circumstances and be approved by the Executive Director.

The LRWDB complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- (1) the amount of the expenditure;
- (2) the time and place of the expenditure;
- (3) the business purpose of the expenditure; and
- (4) the names and the business relationships of individuals other than the employee for whom the expenditures were made.

Requests for reimbursement lacking complete information will be returned to the requesting employee. Reimbursement requests shall be promptly submitted, no more than thirty (30) days after the expense. Reimbursement requests over thirty (30) days old may be rejected.

Notification and Approval Process

All travelers must give the LRWDB Office Manager notice of intent to travel with written correspondence (including workshop/conference registration form, agenda and dates of travel) for the engagement at least two weeks prior to the event.

Expense reimbursement forms, with required documentation, must be submitted to the LRWDB Executive Director for review and signature approval. The Executive Director is to

ensure that expenses reported are proper and reimbursable under this policy, the expense report has been filled out accurately and has the required documentation; and the expenses are reasonable and necessary.

Out-of-state travel when costs are in excess of \$1,500 must be approved in advance by the Executive Director.

If a staff member receives travel related reimbursement in excess of the proper amount allowed under this policy, he/she is liable for the overpaid amount due within two calendar weeks of notification.

Reimbursable Expenses

The following are reimbursable expenses, as long as they are in compliance with 2 CFR 230, Appendix B, Section 29, terms and rates published at www.gsa.gov, and applicable provisions of this policy, and are for business purposes:

- Airfare, train fare, bus fare, taxicabs
- Hotel/lodging charges
- Car rental expenses
- Personal mileage, if using own vehicle
- Toll and parking charges
- Conference registration fees
- Meals
- Tips for meals and transportation consistent with levels generally accepted taking into account geographic location, type of service provided, and any special circumstances. Business telephone calls (once daily calls home for up to 10 minutes)
- Charges for internet connectivity at the hotel or motel
- Business center costs (i.e., copying, faxing, etc.)
- Laundry and/or dry-cleaning expenses during trips in excess of five days
- Other reasonable and necessary business expenses, not specifically excluded

The following expenses are **not** reimbursable:

- Airline club dues
- First class airfare
- In-flight movies/refreshments
- Hotel room movies and other personal entertainment
- Childcare costs
- Barbers/hairstylists
- Transportation costs between staff's residence and normal place of business
- Traffic fines
- Valet service
- Tips in excess of 20% and/or tips in addition to pre-applied gratuity except where consistent with levels generally accepted taking into account geographic location, type of service provided, and any special circumstances.

- Luggage or briefcases
- Alcohol, unless consumed during legitimate business-related entertainment activities
- Parties and gifts for LRWDB or client/partner employees
- Reimbursement for personal miles in excess of airfare cost to same destination

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Each employee must use his/her best professional judgment in determining if an unlisted expense is reimbursable under this policy.

Air Travel

Travelers have the option of making their own flight arrangements by using their personal credit card or asking for assistance from the LRWDB Office Manager. Upon request, the Office Manager is tasked with obtaining airline travel quotes directly from the airlines or from a travel agency. Air travel quotes include flight dates, times and fare amount for the traveler to approve and sign before the ticket is booked. The traveler must report any cancellation of the flight to the Office Manager one-week before travel date.

All employees are expected to travel coach class and are encouraged to search for the lowest available restricted but changeable fare, rather than the fully refundable fare. The LRWDB may request that staff members travel at off-peak time and/or require Saturday night stay to lower airfare costs. The LRWDB does not pay for first class flights.

Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made and no contribution recorded on behalf of the employee for the business use of frequent flyer credits.

The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). All unused airline tickets are to be returned to the Executive Director promptly. Employees must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

Lodging

Travelers have the option of making their own hotel arrangements by using their personal credit card or asking for assistance from the LRWDB Office Manager. Prudent judgment should be used when selecting a hotel. A single, standard-rate room with a private bath in a moderately priced business class hotel or motel is the LRWDB's standard.

Lodging rates will follow the GSA rates published at www.gsa.gov:



Lodging by month (excluding taxes) | October 2020 - September 2021



Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

Filter Results...

Primary Destination	County	2020 Oct	Nov	Dec	2021 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96

Showing 1 to 1 of 1 entries

When conference hotel rates that have been established by the conference are above the established GSA rate, conference hotel rates can be reimbursed as long as the Executive Director has approved this request in advance.

The employee/board member must submit detailed receipts on all expenses. For all lodging expenditures, hotel receipts must be obtained by the traveler and submitted within 30 days of the traveler’s return; credit card charge slips do not represent adequate supporting documentation. Documentation must include the full balance of the stay to include tax and surcharges.

LRWDB staff members who share accommodations are reimbursed for half of lodging cost.

The LRWDB will not reimburse an employee for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between an employee and his/her spouse or partner for purposes of this policy.

Rental Cars

It is expected that reservations will be made for a compact vehicle, depending on the type of travel. Occasionally a mid-size vehicle may be appropriate when more than one employee will be using the vehicle. The cost of premium, luxury or four-wheel drive vehicles will be charged to the employee renting the vehicle and reimbursement will be made at the compact or mid-sized rate as appropriate.

Employees are expected to accept “Loss Damage Waiver” coverage so that any damage to the rental car is covered with no deductible. Employees driving rental cars for business purposes will have liability coverage under the LRWDB’s business liability policy.

Personal Vehicles

Mileage is reimbursed at the currently allowable IRS rate and in accordance with rates at www.gsa.gov:

Modes of Transportation	Effective/Applicability Date	Rate per mile
Airplane*	January 1, 2021	\$1.26
If use of privately owned automobile is authorized or if no Government-furnished automobile is available	January 1, 2021	\$0.56
If Government-furnished automobile is available	January 1, 2021	\$0.16
Motorcycle	January 1, 2021	\$0.54

Employees who utilize personal vehicles for business purposes are required to have a valid driver's or operating license and at least the minimum insurance coverage required by law. Reimbursable mileage includes travel to and from the traveler's business address to the airport or local conference/workshop/ business meeting. Miles submitted for reimbursement should be net of any normal commuting miles.

Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal insurance policy, and travelers will be responsible for any damage to the vehicle, as well as for liability.

The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee. The owner/driver/operator of the vehicle is responsible for all parking fines and moving violation tickets.

The following chart lists reimbursable and non-reimbursable expense related to use of personal vehicles for travel:

Reimbursable expenses in addition to mileage allowance	Non-reimbursable expenses included in the mileage allowance
Parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft or airplane parking, landing, and tie-down fees.	Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, state and Federal taxes.

Taxi/Shuttle

If a rental car or personal vehicle is not used as transportation, a traveler is issued an advance for taxi/shuttle expenses for travel from the airport to the designated hotel and from the hotel to the airport in the amount of \$60.00.

If the hotel where traveler is staying is different than where a conference/workshop is held, LRWDB also pays for taxi/and shuttle fare between hotels. The LRWDB does not pay for taxi/shuttle service for purposes of leisure.

It is the traveler’s responsibility to acquire receipts for taxi/shuttle services and submit them within 30 days of his/her return to the office. Any unused taxi/shuttle money must be refunded to the Office Manager by the traveler when taxi/shuttle receipts are submitted.

Meals and Incidental Expenses

Meals and incidentals (M&IE) are reimbursed when travel is more than twelve (12) hours or overnight travel is required.

Each traveler will be given the following per diem money for meals and incidentals using the rates published at www.gsa.gov:

Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See [More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25

When travel is		Your allowance is
More than 12 but less than 24 hours		75 percent of the applicable M&IE rate for each calendar day you are in a travel status.
24 hours or more, on	The day of departure	75 percent of the applicable M&IE rate.
	Full days of travel	100 percent of the applicable M&IE rate.
	The last day of travel	75 percent of the applicable M&IE rate.

Incidental expenses include but are not limited to tips, business telephone calls, charges for internet connectivity, business center costs, laundry and/or dry-cleaning expenses. Other reasonable and necessary business expenses, not specifically excluded may also be considered incidental expenses.

Registration

Requests for registration payments must be forwarded to the LRWDB Office Manager prior to an event. Registration payments will be paid directly to the event coordinator unless event policy requires that payment to be sent with the traveler for on-site registration.

Telephone Calls/Internet

A traveler may make business-related calls on his/her LRWDB-issued mobile phone as long as the calls do not result in long distance or roaming charges outside those incurred while at the traveler's primary office.

Telephone calls placed on other mobile or landline phones are reimbursed at a rate of no greater than \$10.00 per trip. The LRWDB pays for daily Internet service at a hotel if not included in the hotel bill.

Credit Cards

Credit cards issued in the name of the LRWDB may be provided, at the Executive Director's discretion, to those employees whose jobs require a significant amount of travel or business purchasing.

Credit cards issued in the name of the LRWDB are a privilege which may be revoked at any time. LRWDB-issued credit cards shall not be used for personal expenses.

Employees shall process credit card bills promptly and return them to the Executive Director a minimum of ten (10) days prior to the payment due date so as to avoid late fees and interest charges.

Employees will be responsible for any late fees and/or interest charges resulting from late submission of a credit card bill.

Policy Exceptions

Any exception to this policy must have the prior written approval of the Executive Director. Requests for exception should document extenuating circumstances or proposed overall savings to the LRWDB.

Contact Person W. J. Monagle, Executive Director	Expiration Date Indefinite
Authorized By Bryan Day, Chair	Resolved

Policy Review Date: 3/8/2023