

Kids Central, Inc. System of Care Policy & Procedure

Series:	Finance, Accounting and Contracts		
Policy Name:	Employee Business Travel Reimbursement		
Policy Number:	913		
Origination Date:	09/16/03	Revision Date:	3/22/12
Attachments:	Travel Request Form, Travel Expenses Reimbursement Form, Vicinity Miles Log		

Policy:

In order to help ensure resources are used appropriately, Kids Central established the following controls for travel expenses:

1. All travel to conventions, workshops, continuing education, or conferences and any travel to conduct business that requires airfare or overnight lodging must receive prior approval from the appropriate Kids Central Division Chief and the Chief Executive Officer or designee.
2. Any travel to conduct business that does not require airfare or overnight lodging must be with the knowledge and approval of the appropriate Division Chief.
3. Travel outside the State of Florida requires prior approval from the Chief Executive Officer.
4. Travel outside the United States requires prior approval from the Chief Executive Officer and the awarding agency.
5. All employees are required to plan in advance and take reasonable measures to limit the cost of traveling when possible (i.e. car pooling, using the most direct routes, etc.).
6. Travelers are required to carry Kids Central's Tax Exempt Certificate when traveling and verify exempt taxes are removed from travel invoices (hotel, car rental, air fare, etc.).
7. Procedures will be in place to help ensure:
 - Required approvals are obtained prior to traveling for business.
 - Limitations on business travel expenses (i.e. mileage rate, meal allowances, etc.) are defined.
 - Reimbursements for business travel expenses are submitted, approved, and paid timely.

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Procedure:

A. Travel Request

1. The Travel Request Form must be submitted in advance for conventions, workshops, continuing education, or conferences and any travel that requires airfare or overnight lodging. The conference flyer or brochure must be attached to the Travel Request Form.
2. One Travel Request Form should be filled out for all travelers attending the same event.
3. All known and estimated expenses are required to be included on the Travel Request Form.
4. Travel Requests will not be processed without appropriate approval signatures.
5. The Travel Request will be issued a Purchase Order (PO) Number after it is approved and submitted to Accounts Payable. Travel purchases or travel reservations should not be made until the requester receives the purchase order number.

B. Reimbursable Travel Expenses

Travelers must remember to obtain an up-to-date Tax Exempt Certificate, which is available from the Accounting Department, and verify that exempt taxes have been removed from travel invoices (car rental, air fare, hotel, etc.).

1. Registration fees for conferences, trainings, etc.

Prior approval is required for registration fees using the Travel Request Form. Kids Central, Inc. sends the payment for registration fees in advance to the vendor. The conference flyer or brochure must be attached to the Travel Request Form.

2. Mileage

- a. The mileage rate for personal vehicle use is \$.445 per mile.

- b. Mileage is determined using the official map mileage between an employee's home or the office headquarters, whichever is closer, and the Destination city. Official map mileage is found using the Florida Department of Transportation's Official Intercity Highway Mileage at the following Website:

<http://www.dot.state.fl.us/planning/statistics/hwydata/intercity.shtm>.

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1. Travel from home to start the work day at an offsite location is reimbursable using the procedure described above.
 2. Travel from the office headquarters to an offsite location is reimbursed using map/vicinity miles from the office headquarters to the offsite location.
 3. If travel includes more than one offsite location, follow 1 or 2 above and use map/vicinity miles from location to location.
- c. Reasonable mileage over the official map mileage can be claimed as vicinity mileage. The difference between your odometer miles and the official map miles represent vicinity miles. To be reimbursed for vicinity miles, you must use the Vicinity Miles Log to track your odometer miles and submit the log with your Travel Reimbursement Request Form.
 - d. Employees are not reimbursed for commuting mileage (home to base office or base office to home).
 - e. Authorized drivers of the company cars should check the availability of company cars before driving his/her personal vehicle.
3. Meals
- a. Meal stipends are paid for overnight travel only. Stipend rates are:

Breakfast	\$ 6.00
Lunch	\$11.00
Dinner	\$19.00
 - b. Meal Stipends for the first and last days of travel are paid as follows:

<u>Meal</u>	<u>First Day of Travel</u>	<u>Last Day of Travel</u>
Breakfast	Travel begins before 6:00 a.m.	Return after 9:00 a.m.
Lunch	Travel begins before 12:00 p.m.	Return after 1:00 p.m.
Dinner	Travel begins before 6:00 p.m.	Return after 6:00 p.m.
 - c. Meal stipends will not be provided for meals included in a registration fee paid for by Kids Central.
 - d. Receipts are not required for meals.

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4. Lodging
 - a. Authorized travelers are required to use the most economical lodging facilities possible.
 - b. Travelers should be ready to justify situations where hotel costs appear excessive for the areas in which the traveler is staying. In determining whether a hotel rate is excessive, consideration should be given to geographic area, seasonal rate fluctuations, and safety and health considerations.
 - c. Reimbursement will not be provided for lodging included in a registration fee paid for by Kids Central.
5. Air Fare
 - a. All air travel must be pre-approved using the Travel Request Form.
 - b. Air travel should be planned well in advance in order to get the best airfare rates possible. Whenever possible, airfare should be paid for in advance by Kids Central rather than reimbursed to the employee.
 - c. Travelers are required to use coach-class airfare.
 - d. Use a minimum of two websites that specialize in searching airlines to find the best price available (Examples include Travelocity.com, orbitz.com, cheaptickets.com, expedia.com, priceline.com, hotwire.com, kayak.com, bookingbuddy.com, et al.).
 - e. Travelers must submit the original ticket receipt (a boarding pass is not a receipt) to accounts payable if Kids Central paid the airfare or with the Request for Travel Reimbursement if the employee paid the airfare.
6. Rental Cars
 - a. Travel in which a rental car is necessary must be planned well in advanced in order to receive the best rental car rates possible. Travelers must compare rates to get the best rate possible. The websites used for obtaining air travel tickets usually have rental cars available as well.
 - b. Consider less expensive options before renting a car such as airport shuttles, cab fare, etc. What is the most cost effective?
 - c. Consider driving distance and determine if renting a car would be less expensive than mileage. Consider factors such as the time to pick up and drop off the rental car, time to research and make reservations, etc.

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7. Parking

- a. Kids Central will reimburse for self parking only. If the traveler chooses to use valet parking, he/she must pay the difference in cost between self parking and valet.
- b. A receipt is required for parking expenses over \$25.00.

8. Other Incidentals (Tolls, tips, etc.)

- a. Tips and gratuities on items such as cab fare may be reimbursed up to 15%. Tips on meals should not be submitted as they are included in the meal per diem.
- b. Portage charges may be reimbursed up to \$1 per bag.
- c. Fees over \$25.00 require a receipt.

C. Request for Travel Reimbursement

Allowable business travel expenses will be reimbursed using the following procedure.

1. Complete the Request for Travel Reimbursement Form to be reimbursed for travel expenses paid by the employee.
2. Attach required, original receipts to the Request for Travel Reimbursement Form.
3. Obtain required approval signatures.
4. Submit the Request for Travel Reimbursement Form to Accounts Payable.

D. Advances

Typically, Kids Central does not provide advances for travel expenses. Special circumstances may allow for advances with appropriate approvals. Travelers must have receipts for expenses to reconcile expenses to the advance amount.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date