

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 312 – Business Travel Expenses

Overview

It is the policy of The Partnership for Children of Cumberland County, Inc. (PFC) will reimburse employees for reasonable and necessary expenses incurred during approved work-related travel.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with grant guidelines. All work-related travel paid with grant funds must comply with the specific grant's expenditure policies. If the Partnership's business travel policies are contradicted by grant guidelines, the grant guidelines take precedence.

Authorization and responsibility

All staff travel must be authorized by the immediate supervisor in writing generally by completing a purchase and travel request (PTR) form and/or an expense report. Travelers should verify that planned travel is eligible for reimbursement before requesting travel arrangements. PTRs should be submitted as early as possible to give the business office sufficient time to complete the purchase. Within 30 days of completion of a trip, the traveler should submit an expense report form and any necessary supporting documentation to obtain reimbursement of expenses. Travelers should batch expenses on one report as much as possible.

An individual may not approve their own travel or reimbursement. The expense report form must be authorized by the immediate supervisor and at least one designee from the finance department. Finance designees are the Accounting Manager and the VP of Finance.

Travel and reimbursement for the president must be approved by the board chair.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal funds

Travelers should review business travel policies and any applicable expenditure policies prior to spending personal funds for business travel. The Partnership reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 312 – Business Travel Expenses

Travelers who need to use personal funds to facilitate travel arrangements must have prior, written approval from the president and will not be reimbursed until after the trip occurs and proper documentation is submitted. Travelers who use personal funds on business travel-related expenses during the trip will also not be reimbursed until after the trip and proper documentation is submitted.

Advances

Travel advances for per diem allowances may be authorized by the president or their designee in order that personal funds will not be required. Advances should not exceed per diem rates. Advances must be deducted from the reimbursement request on the expense report.

Vacation in conjunction with business travel

Travelers may use vacation in conjunction with business travel as long as the time away is approved. In cases in which vacation or personal time is added to a business trip, the Partnership will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

Non-employee travelers

Non-employee travelers are prohibited from operating or riding in company-owned or rental vehicles. Non-employee travelers may be passengers in an employee’s personal vehicle during business-related travel as long as it doesn’t add interference with completing business objectives nor add additional cost to the Partnership. Prior permission from the department head is required.

Exceptions

Occasionally, it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the president. In most instances, the expected turnaround time for review and approval is five business days.

Travel Expenses/Procedures

General information

Additional information is included in Section 9 of the Accounting Policies and Procedures.

Business travel means being away from the employee’s normal work location or home and, while traveling, the employee must be acting in his/her official capacity as required by his/her work.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 312 – Business Travel Expenses

Overnight travel is business travel and also must involve a travel destination located at least 35 miles from the employee’s normal work location or home, whichever is less, to receive approved reimbursement for travel expenses.

General Procedures

- a. Travel should be planned in advance with immediate supervisor.
- b. In most cases, a PTR must be completed and submitted to the business office. The Partnership recommends submitting PTRs at least 30 days prior to travel or earlier if possible. Usually, daily business travel (driving to and from work-related offsite locations as part of regular work duties) does not require a PTR.
- c. If the traveler will be driving and seeking reimbursement, they must use a company vehicle unless it is unavailable, not easily accessible, or not feasible for travel.
- d. After the trip, the traveler must complete and submit the following:
 - a. An expense report.
 - b. Any necessary documentation such as original receipts for non-per-diem reimbursements.

Permissible travel expenses

Airfare and rail. Travelers are limited to actual coach fare for air or rail transportation that reasonably meets business travel needs.

Airfare will be purchased by the business office following approval with a completed PTR.

Travelers are strongly encouraged to submit a completed PTR as early as possible to avoid premium airfare pricing and ensure the business office has sufficient time to approve and make the purchase.

Travel to and from an airport or train station is reimbursable when required for travel on Partnership business.

Vehicles. To maximize use of company-owned vehicles, travelers seeking expense reimbursement must use the company vehicle if available, easily accessible, and feasible for travel purposes. When company-owned resources are not available, not easily accessible, or not feasible, travelers should pursue one of the following options:

- a. ***Rental.*** The Partnership will pay for approved use of a rental vehicle provided the company vehicle is unavailable, inaccessible, or infeasible for travel purposes.

Rental vehicles will be purchased by the business office following approval with a completed PTR. Travelers should submit their PTRs as early as possible to give the business office ample time to secure a reservation.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 312 – Business Travel Expenses

The Partnership authorizes reservation of economy, midsize, or standard class vehicles only.

No reimbursement will be made for rental insurance purchased because Partnership employees are covered under the Partnership’s auto insurance policy.

If for some reason a rental can’t be reserved by the business office, travelers may be reimbursed for rental vehicle expenses incurred during travel if a rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Travelers must have supervisor approval. Original receipts are required.

- b. *Personally owned.* The Partnership will pay for use of a personally-owned vehicle on business-related travel provided the company vehicle is unavailable, inaccessible, or infeasible for travel.

A valid driver’s license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her insurance company for travel that is business or not personal in nature.

If a traveler uses a personal vehicle for business travel, actual mileage is reimbursable. Mileage is measured from the duty station or point of departure – whichever is closer to the destination – to the destination (and return). Maximum mileage reimbursement rate will follow the rate set in the state budget manual (section 5.2).

In some circumstances, the Partnership may require a traveler to use a rental vehicle over their personally-owned vehicle.

Conference registration fees. Conference registration fees will be purchased by the business office following approval with a completed PTR. This includes both virtual and in-person conferences.

If not included in the registration fees, business-related banquets or meals that are considered part of the conference may also be purchased by the business office and should be included on the PTR.

Lodging. Overnight lodging will be purchased by the business office following approval with

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 312 – Business Travel Expenses

a completed PTR.

Overnight lodging may only be authorized and paid to support business needs and when the traveler is in overnight travel status. The president or their designee must give prior written approval for overnight stays.

Per diem rates for lodging are based on subsistence rates set by NCDHHS.

Excess lodging – lodging above NCDHHS subsistence rates – may be granted with prior approval from the president or their designee for the following reasons:

- a. The traveler is in a high cost area and the current allowance is insufficient to secure lodging.
- b. Cost of the excess lodging is less than the cost of lower cost lodging plus transportation costs.
- c. The traveler or the Partnership deems that lower cost lodging would put the traveler at risk for safety or security.

Meals (per diem). Per diem allowances are reimbursable while in overnight travel status.

The Partnership per diem rates are based on the subsistence rates set by NCDHHS. Per diem allowances may not surpass the daily combined limit for reimbursable meals.

If a free meal is served on a plane, included in a conference registration fee, or provided during a conference or workshop, the per diem allowance for that meal may not be claimed. Reimbursement for breakfast is allowable even if a lodging establishment offers free continental breakfast.

Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed and an expense report is submitted. Departure and arrival times must be documented on the expense report.

Travelers in business travel status but not in overnight travel status may claim the lunch per diem allowance only when the traveler is required to attend at a meeting or event in their official capacity and the meal is preplanned and involves persons not employed by the same entity.

Per diem allowances are reimbursable for partial days of travel when in overnight travel status and the partial day is the day of departure or day of return as follows:

- a. Breakfast: departing prior to 6 a.m.
- b. Lunch: departing prior to 12 p.m. or returning after 2 p.m.
- c. Dinner: departing prior to 5 p.m. or returning after 8 p.m.

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 312 – Business Travel Expenses

Business expenses. Expenses required for business purposes, including business telephone calls, faxes, photocopies, and internet charges incurred while on travel status, can be reimbursed. Original itemized receipts are required.

Parking, tolls, and miscellaneous transportation. Parking fees, tolls, taxi or shuttle services, and public transportation are reimbursable while in the course of conducting official Partnership business as long as such expenses are reasonable and not just for the traveler's personal convenience. Receipts are required for reimbursement of these expenses.

Fines for traffic and parking violations are the responsibility of the traveler.

Non-reimbursable travel expenses

General. The following items that may be associated with business travel will not be reimbursed by the Partnership:

- Airline club memberships.
- Airline upgrades.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the Partnership
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.

Travel for non-employees. Additional costs for travel, lodging, meal or other travel expenses for non-employees, such as spouses or other family members, will not be reimbursed.