

**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) to 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 it has not been, and will not be, received from other sources. In cases not specifically addressed by this policy, the most conservative course of action should be taken.

All work-related travel paid with grant funds must comply with the applicable grant's expenditure guidelines. If this policy conflicts with a grant requirement, the grant guidelines take precedence.

**Authorization and Responsibility**

All work-related travel must be authorized by the immediate supervisor, generally by completing a Purchase and Travel Request (PTR) form and/or an expense report. Travelers should confirm that planned travel is eligible for reimbursement before submitting a PTR. PTRs should be submitted as early as possible to allow the business office time to process purchases.

Within 30 days of completing travel, employees must submit an expense report with any required supporting documentation. Travel expenses should be batched on a single expense report whenever possible. However, expenses for multiple grant activities must have separate reports for each grant activity.

An individual may not approve their own travel or reimbursement. PTRs and expense reports must be reviewed and authorized by an immediate supervisor or department head. The finance department reviews and approves appropriate budget coding. The Board chair must approve travel and reimbursement for the President.

Designated approvers are responsible for reviewing expenditures and may withhold reimbursement for inappropriate or excessive costs.

**Personal Funds**

Employees should review this policy before using personal funds for travel. PFC may deny reimbursement if expenses do not comply with this policy.

For larger, non-routine business travel expenses, such as airfare, lodging, or conferences, a

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

**Employment Information – Compensation**  
**Section 312 – Business Travel Expenses**

PTR must be completed and approved by the President before an employee uses personal funds to purchase their airfare, lodging or registration. In general, employees should be prepared to be reimbursed after travel for all business travel expenses, even airfare and lodging, but may request an advance before travel.

**Advances**

Travel advances must be approved by the president or their designee with a completed check request form and supporting documentation, such as an estimated expense report. Advances for per diem allowances should not exceed per diem rates. Advances will be deducted from the reimbursement request on the after-travel expense report.

**Vacation in Conjunction with Business Travel**

Employees may take vacation in conjunction with business travel if approved in advance. PFC will not pay for personal travel expenses or reimburse them later.

**Non-Employee Travelers**

Non-employee travelers may accompany employees in their personal vehicles during business-related travel if it does not interfere with business objectives or increase costs. Prior approval from the supervisor or department head is required.

**Exceptions**

Requests for exceptions to this policy must be submitted in writing and approved by the President. Allow five business days for review.

**Duty Station Definition and Mileage Reimbursement Basis**

An employee's duty station is the location from which business travel is typically measured and where the employee regularly performs their work. The following definitions apply:

- **Fully remote:** Employees whose positions are designated as fully remote due to business needs will use their home office as their duty station.
- **Hybrid:** Employees working remotely part of the time under an approved telecommuting agreement based on personal preference will use PFC as their duty station, even when working from home.
- **Fully in-office:** Employees whose positions require regular on-site work will use PFC as their duty station.

Regardless of an employee's duty station:

- Travel between home and the PFC office is considered a personal commute and is not eligible for mileage reimbursement, even if the employee's home is their duty station.

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

**Employment Information – Compensation**

**Section 312 – Business Travel Expenses**

- Business travel mileage should generally be calculated from the employee’s designated duty station to the business destination (and return), or from the point of departure—**whichever is closer**.

Employees are responsible for using the correct duty station in calculating and submitting mileage for reimbursement.

**Travel Expenses and Procedures**

**General Definition**

Business travel is defined as travel away from the employee’s normal work location or home in their official capacity. Overnight travel must be at least 35 miles from the duty station or home (whichever is closer) to be reimbursable.

**General Travel Procedures**

- Travel should be planned in advance with the employee’s immediate supervisor.
- Airfare, rentals, conference registrations, lodging, and travel advances generally require an approved PTR before purchase.
- Daily, local business travel using a personal vehicle generally does not require a PTR.
- Expense reports must be submitted after all travel for reimbursement of all eligible business expenses, such as mileage or public transportation.
- If this is your first reimbursement request, you must submit a Direct Deposit Authorization Form, available at <https://ccpfc.org/hr/employee-forms>.
- For employees who travel daily, travel expenses should be batched on one expense report, ideally monthly.
  - If traveling for multiple activities with different funders, submit separate expense reports for each activity.

**Permissible Travel Expenses**

**Airfare and rail.** Coach class only; requires an approved PTR. Employees will generally purchase their own fare and be reimbursed after travel. However, employees may request an advance by completing a check request form.

**Mileage reimbursement.** Employees using a personal vehicle for business travel will be reimbursed at the current IRS mileage rate. Mileage is measured from the employee’s duty station or point of departure—whichever is closer to the destination.

- Reimbursement requires a valid U.S. driver’s license and personal auto insurance.

**Conference fees.** Requires an approved PTR. Conferences are generally booked and paid by the Purchasing Specialist. If not included in the registration fees, include relevant banquets or meals that are considered part of the conference on the PTR.

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

**Employment Information – Compensation**  
**Section 312 – Business Travel Expenses**

**Lodging.** Overnight lodging requires overnight travel status and an approved PTR. Employees will generally purchase their own fare and be reimbursed after travel. However, employees may request an advance by completing a check request form.

Per diem rates follow the standard General Services Administration (GSA) rate for North Carolina as used by North Carolina Department of Health and Human Services (NCDHHS).

Lodging above the standard state GSA rate 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*).** Reimbursable in overnight travel status (35 miles away from duty station or home). Employees may request an advance with a completed check request form for eligible meals using the per diem rate. Departure and arrival times must be documented on the expense report.

Per diem rates follow the standard GSA rate for North Carolina as used by NCDHHS. Per diem allowances may not surpass the daily combined limit for reimbursable meals.

Reimbursement for meals is unallowable if the meal is provided during a conference or workshop, or if the cost of the meal is included in the registration fee.

Reimbursement for breakfast per diem is allowable even if a lodging establishment offers free continental breakfast.

Receipts are not required for per diem allowances.

Employees in business travel status but not in overnight travel status may claim the lunch per diem allowance only when the employee is required to attend 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.

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

**Employment Information – Compensation**  
**Section 312 – Business Travel Expenses**

- c. Dinner: departing prior to 5 p.m. or returning after 8 p.m.

***Business expenses.*** Includes calls, faxes, photocopies, and internet access required for work. Itemized receipts required.

***Parking, tolls, and transportation.*** Reasonable and necessary expenses for taxis, shuttles, parking, etc. are reimbursable. Receipts required. Fines, such as traffic or parking violations, are not reimbursed.

**Non-Reimbursable Travel Expenses**

- Airline upgrades or club memberships.
- 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.
- Expenses for non-employees, such as spouses or family members.
- Other expenses not directly related to the business travel.