

Central Region Workforce Education and Training Partnership Travel Reimbursement and Stipend Policy

Updated October 2017

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This policy is designed to act as a guideline for reimbursements for certain specific expenses relating to travel incurred in order to attend Central Region Workforce Education and Training (WET)-related activities, e.g., trainings or meetings. This policy also describes the guidelines for obtaining stipends. This policy is available online on the Central Region Regional Partnership web page at <http://www.cibhs.org/central-region> under the Policies and Forms section.

Responsibility

The Central Region Partnership will reimburse participants or attendees for a limited number of expenses while traveling on authorized Central Region WET Partnership-related business. The Central Region Partnership assumes no obligation to reimburse participants or attendees for expenses that are not in compliance with this policy.

REPORTING GUIDELINES

Participants or attendees must file an expense report no later than 30 days after the completion of the trip.

Documentation Requirements

Participants or attendees must provide the following information in order to be reimbursed for any expenditure:

- Name and address of the event
- Time they left their home or workplace for the event and time they left the event
- Time they arrived at the event and time they arrived back home or at their workplace
- Exact amount and date of the expense
- If using a personal car, the miles to and from the event to their home or workplace

Participants or attendees must submit the following documentation with their Expense Report:

- Hotel – hotel receipt plus credit card receipt or other proof of payment
- Car Rental – credit card receipt or rental agency invoice
- Auto Rental Gas – gas receipt or other proof of payment

Please note: Receipts must include the name of the vendor, location, date and dollar amount.

RECORDING EXPENSES

Participants or attendees must complete the Expense Report for reimbursement of expenses.

Auto Travel: Car Rental—RECEIPT REQUIRED

Participants or attendees may rent a car to get to their destination when renting is more cost effective than mileage reimbursement for the use of a personal car. Whenever multiple participants or attendees are traveling together, every effort to rideshare or carpool should be made. Pre-approval is required by both a responsible county representative and the Central Region Workforce Education and Training Coordinator before renting a car.

Rental Car Gas—RECEIPT REQUIRED

Gasoline for use in rental cars is reimbursable with proper documentation. Make sure to log this expense on the Expense Report under “Auto Rental Gas.”

Business Use of Personal Vehicle

Participants or attendees may use their personal vehicle for business purposes if it is less expensive than renting a car. It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for his or her protection and for the protection of any passengers.

Mileage is reimbursed at the rate established by the IRS (**\$.54/mile for 2017**). This mileage allowance is paid in lieu of actual expenses for gasoline, oil, repairs, registration, insurance, and depreciation. Therefore, actual expenses for those items will not be reimbursed when a personal vehicle is used for business.

To be reimbursed for the use of a personal vehicle for business, participants or attendees **must list the expense appropriately and correctly on the Expense Report and include a MapQuest or other map application screenshot**, including:

- **Business reason for trip**
- **Date(s) of trip**
- **Locations traveled to and from**
- **Daily Mileage**

Lodging / Hotel—RECEIPT REQUIRED

Hotel reservations should be made in such a manner as to secure the best available rate, **up to the state rate**, and must be pre-approved if reimbursement from the Central Region WET Partnership is requested. Hotel reimbursement will only be provided when an event requires more than one hour of travel one-way from a participant's or attendee's home or workplace or when there is a multiple day training that is more than one hour away.

Stipends for Participation of Consumers

A \$25 stipend may be paid to non-employed consumers who participate in meetings, trainings, focus groups or work groups hosted by the Central Region WET Partnership. In order to receive a stipend, a consumer participant should complete an Expense Report requesting the stipend as reimbursement for each day of his or her participation. This should be logged under "Stipend," Section (8), on the Expense Report.

Tips for completing the Expense Report Template

The Expense Report template was developed to simplify the reporting process for Central Region WET Partnership participants and attendees and to allow for the efficient processing of expense reimbursements.

Please note the following:

- An electronic version of the template must be completed, printed out, signed, filed and approved in order to obtain reimbursement for expenses
- Follow the instructions for completing the form provided in the e-mail for the event
- The template will automatically calculate the mileage reimbursement for business use of your personal vehicle based on the business miles entered in the template

The template should be requested from, completed and e-mailed to the CIBHS Accounting Department at accounting@cibhs.org, and Gina Ehlert, the Central Region Workforce Education and Training Coordinator at gehlert@cibhs.org.

Questions regarding this policy should be directed to Gina Ehlert using the following contact information:

E-mail Address: gehlert@cibhs.org

Phone Number: (916) 317-3705