

ST. LAWRENCE COUNTY
WORKFORCE DEVELOPMENT BOARD

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**WORKFORCE INNOVATION AND
OPPORTUNITY ACT**

**MILEAGE, MEAL, LODGING AND
TRAVEL POLICY**

Adopted by the St. Lawrence County Workforce Development Board: September 9, 2015

September 9, 2015
ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD
Resolution No. 15-I09-15

AUTHORIZING THE ACCEPTANCE AND ADOPTION OF BYLAWS, POLICIES AND PROCEDURES, CONTRACTS AND LEASES/SUBLEASES, ADOPTED BUDGETS AND OTHER FINANCIAL RESPONSIBILITIES, TOGETHER WITH ALL OTHER CONTINUING RESPONSIBILITIES AND POWERS, FROM THE ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD

WHEREAS, coming into compliance with the Workforce Innovation and Opportunity Act of 2014 (WIOA) requires that Workforce Investment Boards become Workforce Development Boards; and

WHEREAS, WIOA has mandated several other changes in the organization of Workforce Investment Boards; and

WHEREAS, the St. Lawrence County Workforce Investment Board took actions at its June 10, 2015 meeting to initiate all these changes and to transfer its WIOA-compliant operations to the St. Lawrence County Workforce Development Board (WDB) ; and

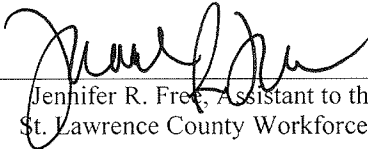
WHEREAS, at its August 3, 2015 meeting the St. Lawrence County Board of Legislators (BOL) took official action to replace the temporary WDB it had appointed at its July 7, 2015 meeting with membership that was fully compliant with WIOA requirements; and

WHEREAS, both the County BOL and the WDB recognize that the WDB is and should be the successor in due course to the WIB;

WHEREAS, now that a WIOA-compliant WDB is in place, it is appropriate and prudent for the WDB to officially accept and adopt the bylaws and all the policies and procedures, contracts and leases/subleases, and adopted budgets and other financial responsibilities, together with all other continuing responsibilities and powers, from the WIB ; and

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Workforce Development Board does hereby officially accept and adopt the bylaws and all the policies and procedures, contracts and leases/subleases, and adopted budgets and other financial responsibilities, together with all other continuing responsibilities and powers, from the St. Lawrence County Workforce Investment Board effective on July 1, 2015 and authorizes, empowers, and directs its staff to continue to operate the workforce development system in St. Lawrence County according to the precedents established prior to July 1, 2015 when and as appropriate and consistent with WIOA.

I, Jennifer R. Free, Assistant to the Executive Director of the St. Lawrence County Workforce Development Board, DO HEREBY CERTIFY, that I have compared this copy of this Resolution, adopted September 9, 2015; with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.



Jennifer R. Free, Assistant to the Executive Director
St. Lawrence County Workforce Development Board
September 9, 2015

Mileage, Meal, Lodging and Travel Policy

Mileage:

- ◆ Your reimbursable mileage will be the **shortest route** possible. Your mileage starts or ends at the office or your home, whichever is closer to your first or last point of call, regardless for in-county or out-of-county travel.
- ◆ Mileage should be calculated by the actual odometer reading. If for some reason the odometer reading is not available you should look up mileage online using www.mapquest.com or other comparable site.
- ◆ Mileage will be calculated according to Federal guidelines.
- ◆ Receipts are needed for tolls, parking, and other miscellaneous items in order to be reimbursed.

Travel Expenditures (Meals)

An employee who is required to travel out-of-county for business purposes will be reimbursed for the actual costs of the meal subject to a maximum travel allowance of \$8 for breakfast, \$12 for lunch and \$21 for dinner. Such allowance will be paid upon submission of actual receipts to the Chair of the SLC WIB or the Deputy Chair of the SLC WIB who will review and approve. There shall be no reimbursement for in-county meals unless the employee is representing the WIB at an event where the meal is a part of the event.

- Employee must leave home before 7:00 a.m. for a breakfast.
- Employee must return after 7:00 p.m. for a dinner.
- Employee must leave before 11:00 a.m. and return after 5:00 p.m. for lunch.
- **Tax and gratuity is a non-reimbursable expense.**

Travel Expenditures – Out of Commuting Area

- ◆ Lodging costs for Executive Director only (Tax Exempt Certificate must be used)
- ◆ Tolls, parking
- ◆ Other allowable expenses when long distance travel is necessary: Car rental; taxi fares; common carrier expenses (train, bus, plane) if this represents the least expensive means of transportation
- ◆ Conference registration
- ◆ Receipts must be provided for all of the above.

Submittal of Mileage Sheets

- ◆ Mileage may be submitted weekly or monthly but must be submitted quarterly.
- ◆ Mileage sheets will be signed and approved by the Chair or Vice-Chair of the SLC WIB.

The fiscal department has the right to adjust the mileage sheets according to the standards in this memo.

