

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.