

TRAVEL

Effective Date: July 2013	Amendment Date: August 17, 2016 Amendment Date: December 20, 2018 Amendment Date: November 30, 2020 Amendment Date:
---------------------------	--

Overnight Travel

Overnight travel is defined as any travel requiring a stay overnight. Overnight travel is to be reported on Form PAY006 Pre-Approved Travel/Travel Expense (See Appendix 2.)

1. Identify each separately incurred business expense (i.e., do not group all expenses associated with one trip together).
2. AEOA will reimburse employees at per diem rates, commonly known as CONUS, established by the General Services Administration (GSA.gov) for the location to which they travel. Therefore, meal receipts are not required.
 - a. Breakfast or dinner will not be reimbursed unless the traveler is required to leave before 7 AM or return after 7 PM.
 - b. If the conference or meeting which the traveler attends provides a meal, the value of that meal as determined by CONUS tables will be deducted from that day's per diem.
3. With the exception of tips, tolls, reimbursed mileage, and per diems, all business expenses must be supported with invoices/receipts.
4. Contractor/vendor receipts/invoices must be submitted for all lodging and any expenditure other than meals.
5. For airfare, airline-issued receipts should be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, a credit card receipt, and return trip boarding pass(es)).
6. An employee will not be reimbursed for expense reports that are not completed properly or do not meet the preceding criteria. If the expense report results in a balance due to AEOA (as a result of receiving a travel advance greater than actual business expenditures), the employee must attach a check payable to AEOA or sign a statement indicating authorization to settle the balance due through a payroll deduction. If the expense report results in a balance due to the employee, the employee will be reimbursed through the next Accounts Payable Check Run.

Travel Advances

Funds will be advanced for upcoming overnight travel and day travel only upon receipt of a completed and properly approved request for travel advance (Form PAY006 Pre-Approved Travel/Travel Expense - See Appendix 2).

Travel advances are generally limited to per diems unless there is an extraordinary need for additional funds. Travel advances are to be used only for the purpose intended and must be incurred as a result of attendance at a meeting or in performance of other official duties and responsibilities as assigned by AEOA. Travel expenses are to be made in accordance with the Agency's travel policies as explained in this section.

Form PAY006 must be submitted to the Fiscal/Accounting Department by the Friday before the regular accounts payable run prior to the date the advance is needed. In an emergency, a manual check will be issued. Employees receiving travel advances must submit an expense report within 5 business days of returning from travel. Any outstanding advances more than 30 days old will be deducted via payroll in three equal installments. Travelers may only have one travel advance outstanding. In order to help track travel advances, the words "travel advance" should be in the voucher description. No further travel advances will be issued to any employee who has an outstanding balance due to AEOA from previous business trips.

Day Travel

AEOA defines day travel as not requiring an overnight stay.

For day travel, Form PAY003 (See Appendix 3) must be filled out. Employees will be reimbursed through the next Accounts Payable Check Run.

It is the Agency's policy that DAY travel will not be reimbursed for any meals unless authorized in advance by the Executive Director.

General Employee and Director Business Travel

These policies will apply to both day and overnight travel.

At the conclusion of an AEOA business trip, an employee or member of the Board of Directors who has incurred business-related expenses should complete an expense report in accordance with the following policies:

1. Documentation must justify that participation of the traveler is necessary for the Federal award and costs are reasonable and consistent with AEOA's travel policy. *(2 CFR Part 200.475(b)(1) and (2))*
2. Board members may receive reimbursement for the actual cost of meals when the time of an official meeting or appointment is during a meal and is not otherwise provided. The meal shall not exceed the meal schedule as outlined for day/overnight of area travel and the maximum reimbursement will be determined by the location of the meeting or appointment (day or overnight).
3. Mileage may be reimbursed at the standard federal rates currently in effect, as published each year by the IRS (see www.irs.gov). If an agency vehicle is

available and the traveler chooses to drive a private vehicle, the traveler will be reimbursed at 50% of the current rate. If a traveler is driving local miles which will not exceed twenty miles for a daily aggregate, the reduced rate will not apply. If the Board of Directors negotiate as part of employment, reduced rate will not apply. Some contracts/grants do not allow CONUS reimbursement rates. Traveler is responsible for knowing which rates apply to their specific travel.

4. The traveler will be reimbursed in full for the cost of public transportation. Taxi fair, parking fees and tolls will be reimbursed for actual expense only if there is a receipt that is dated and shows the amount of the expense.
5. General ledger account coding must be identified for all expenditures.
6. All expense reports must be signed and dated by the employee.
7. All expense reports must be approved by the employee's Department Director or Supervisor.
8. Only one expense report form should be prepared for each trip

Per Diem

A per diem allowance is paid to a traveler on approved Agency business.

1. Per diem for overnight travel is the amount for lodging including applicable taxes plus an allowance for meals to be reimbursed at rates not to exceed the CONUS rate. For these rates, please check with your department director/office manager or go to GSA.gov.

Incidental and additional incidental expenses (overnight stays only) include, but are not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and tips for services, such as waiters and baggage handlers as well as parking fees that are non-receiptable, i.e., parking meters. It does not include taxicab fares or the costs of faxes.

2. Some grants are covered by the Minnesota Department of Administration Commissioner's Plan. See the Department Director for confirmation.

Reasonableness of Travel Costs

AEOA shall reimburse travelers only for those business-related costs that are reasonably incurred. Accordingly, the following guidelines shall apply:

1. Payment for suites and other upgraded rooms at hotels shall not be allowed unless required by a medical condition. Travelers should stay in standard rooms.

2. Ask hotels for any available discounts – nonprofit, government, or corporate rates.
3. Travelers must choose the least expensive means of travel, either public transportation (bus, taxi, and airplane), private car or agency vehicle.
4. When utilizing rental cars, travelers should rent midsize or smaller vehicles unless safety considerations require a larger vehicle. Rental of a vehicle larger than midsize must be approved by a supervisor. Share rental cars whenever possible.
5. All long-distance telephone charges must be on the Agency credit card, as no long distance phone calls are acceptable for reimbursement. Local telephone calls incurred as part of an overnight stay that are itemized on a lodging statement are allowable.
6. If required by the funding source, out-of-state and foreign travel charged to federal/state grants must be approved in writing by the funding source prior to travel.

Special Rules Pertaining to Air Travel

The following additional rules apply to air travel:

1. Air travel should be at coach class or the lowest commercial discount fare at the time the ticket is purchased except when this fare would:
 - a. Require circuitous routing,
 - b. Require travel during unreasonable hours,
 - c. Excessively prolong travel,
 - d. Result in additional costs that would offset the transportation savings, or
 - e. Offer accommodations not reasonably adequate for the traveler's medical needs.
2. First class air travel shall not be reimbursed unless there is a medical reason which must be documented and approved by a supervisor.
3. Memberships in airline flight clubs are not reimbursable.
4. Cost of flight insurance is not reimbursable.
5. At least two quotes from a travel agency and/or an airline website should be obtained and attached to the expense report.
6. Cost of upgrade certificates is not reimbursable.
7. The cost of baggage fees required by airlines to either check or carry-on luggage is allowable and reimbursable.
8. Cost of canceling and rebooking flights is not reimbursable, unless it can be documented that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.).

9. Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., AEOA will not reimburse for the personal legs of a trip).

10. Frequent flyer miles will accrue to the traveler, not the Agency.

Travel Expenses to be Reimbursed by Another Entity

AEOA encourages staff to participate on boards and committees of other organizations that are mission aligned with AEOA. While participating on these boards and/or committees, members are often offered expense reimbursement. These expense reimbursements may come in the form of meeting attendance fees, meals, hotel, mileage, etc. Occasionally AEOA staff that participate in these outside boards and/or committees may request travel advances that will be made for expenses that will be partially or wholly reimbursed by the other entity.

If any of these outside board and/or committee functions occur during your normal duty day or AEOA working hours, all reimbursements must be signed over to AEOA upon receipt by the AEOA staff person involved. If the reimbursement comes in the form of a check, the check should be signed over to AEOA. If the reimbursement comes in the form of a direct deposit into the AEOA staff person's personal bank account, then a check to AEOA should be issued and accompanied with all documentation showing the reimbursement amounts. If any of these outside board and/or committee functions occur outside of your normal duty day or AEOA working hours and you have not received any travel advances from AEOA then you are entitled to keep the other entity's reimbursement.

Should staff involved with these types of transactions have questions, they should contact the Fiscal/Accounting Department.

Temporary Dependent Care Costs

CFR Part 200.475(c) [45 CFR Part 75.474(c)]

Temporary dependent care costs above and beyond regular dependent care that directly result from travel required by the Agency are allowable and reimbursable providing that:

1. The costs are a direct result of the individual's travel for the federal award.
2. The costs are consistent with the non-federal entity's documented travel policy for all entity travel; and
3. Are only temporary during the travel period.
4. Reimbursed costs will be [for actual costs incurred, up to a maximum of \$50 per day, for 50% of the total costs up to a maximum of \$300, etc.].
5. Only costs incurred for licensed providers will qualify for reimbursement.
6. A receipt must be submitted within one week of the incurred expense and documentation must comply with AEOA's reimbursement policy.

Spouse/Partner and Dependent Travel

AEOA does not reimburse any employee or board member for separate travel costs (air fare, etc.) associated with his or her spouse or partner or dependents. The cost of a shared hotel room need not be allocated between employee/director and spouse/partner/dependent for purposes of this policy.

Use of AEOA Vehicles

AEOA provides AEOA owned or leased vehicles for the conduct of official AEOA business. Personal use of AEOA vehicles is prohibited except for commuting authorized by this policy and minimal personal use that is clearly incidental to the use of the vehicle for AEOA business.

Commuting is personal use of an AEOA vehicle and is defined as travel between the employee's home and his/her regular work site.

Trips between home and temporary work sites, from one temporary work site to another and from a temporary to a regular work site are not considered commuting. A temporary work site is a location where an employee performs services on an irregular or short-term (generally a matter of hours or days) basis.

An AEOA vehicle may not be used for commuting except as permitted by this policy.

Commuting in an AEOA vehicle is allowed only:

1. In connection with work-related activities during hours when the employee is not working, e.g., the employee generally works Monday through Friday from 8:00 AM to 4:30 PM but must attend a meeting in the evening or on the weekend.
2. If the employee has been assigned the use of an AEOA vehicle for authorized business on an extended basis, and the employee's primary place of work is not the AEOA workstation to which the employee is permanently assigned.
3. If the number of miles traveled, or the time needed to conduct the business, will be minimized if the employee uses an AEOA vehicle to travel to the employee's residence before or after traveling to the place of AEOA business.
4. If there is lack of space to store the vehicle on AEOA property or for security purposes.

Assignment of Vehicles

1. A department director, with the approval of the Executive Director, may require an employee, for valid business reasons, to have continuous access to an AEOA vehicle including for commuting purposes, and assign such a vehicle, permanently or temporarily, to the employee. All such assignments shall be made in writing signed

by the employee, department director, and Executive Director on a form provided by the Executive Services Director (AEOA Vehicle Assignment – See Appendix 4). The form shall contain the name of the employee, the employee's payroll number, social security number, the employee's title, full description of the vehicle, and the reason the employee is required to use the vehicle for commuting. Additionally, the form shall contain instructions to the employee regarding documentation of all vehicle use.

A copy of the form shall immediately be sent to the Executive Services Director. The Executive Services Director shall determine whether a vehicle qualifies for exemption from taxation of the value of the commuting use. If it does not, the Executive Services Director shall determine the method that will be used to value the commuting use of such vehicle pursuant to IRS regulations. The Executive Services Director shall then notify the Executive Director and department head of such determination. The department director shall then notify the employee.

2. Department directors must make certain that drivers have a valid driver's license as required by law.
3. The department must take appropriate action if an employee is found to be using an AEOA vehicle for unauthorized purposes, or his/her record shows lack of skill or responsibility, endangering self, others or equipment.

Agency Pool Vehicles

Agency Vehicles are reserved in electronic format. We are making this change so that:

1. Anyone in AEOA can reserve a vehicle from anywhere they have an internet connected device
2. Anyone in AEOA can check the availability of a vehicle from anywhere they have an internet connected device.

Reserving vehicles will be the same as reserving conference rooms, through your Gmail calendar. If you have a company e-mail, you have a Gmail calendar. It is policy that longer trips trump shorter trips. If you need to take a vehicle that is already reserved electronically by someone else, you need to contact them. Ask them to cancel their reservation. Then you will be able to reserve the vehicle.

Employees using motor pool vehicles shall, when possible, check out and return vehicles at the Virginia office in Virginia between 7:00 a.m. and 6:30 p.m. Monday through Friday. Employees must fill out the Daily Vehicle Log form (See Appendix 5) that is at the front desk. Vehicles returned after closing time shall be parked and the keys and paperwork shall be deposited at the front desk or left locked in the vehicle. If a vehicle will be needed before the office opens in the morning, a vehicle can be checked out the previous day and driven home before or after business use. All trash shall be removed from the vehicle before it is returned. Please log mechanical problems with the cars in the book and bring them to the Facilities manager's attention.

Fuel

There are two ways to fuel AEOA vehicles. Whenever possible, use the Transit facility in Gilbert, otherwise use a Fleet Fuel Credit Card.

Transit facility in Gilbert

AEOA vehicles have a key fob on the key ring. This fob can be used to fuel vehicles at the Transit facility in Gilbert

Fleet Fuel Credit Card

Fleet Fuel Credit Cards are available for staff. In the Virginia Office, they are kept with and can be checked out by the Executive Secretary. In other offices they may be kept with a specified person or in the vehicle mileage log books. Fleet Fuel Credit Cards may be used at Holiday, or other approved contractor/vendor; and can only be used for fuel, necessary automotive supplies, and emergency repairs (as approved by the Fiscal/Accounting Department or the Department Director) for the AEOA vehicle.

Fleet Fuel Credit Cards may be used at the pump or inside of the store. When using you will be asked to enter the following information:

1. Your employee ID number
2. The vehicle number
3. The odometer reading

Once you have completed filling up the tank, keep the receipt and return it to the designated person at your office within two days of returning. The designated person will then process as soon as possible.

If a Fleet Fuel Credit Card is lost, the card user must immediately inform the Fiscal/Accounting Department.

Departments that are in control of their own Fleet Fuel Credit Cards are responsible for vouching their own invoices.

Fleet Fuel Credit Card invoices will be reconciled with Purchase Requisition slip or gas store receipt on a random sample basis. Exception reporting will also be done, and exception reconciliation if necessary. This will include, incorrect fuel type, purchases exceeding tank capacity, incorrect odometer tracking, purchases outside the normal range of travel, and purchases of non-fuel items or services. If any improper use is found, the card user will need to immediately reimburse AEOA for the prohibited purchases.

Vehicle Accidents

In the event of an accident, please complete the Vehicle Accident Report (See Appendix 7) in the vehicle logbook and send that and a copy of the police report to the Executive Secretary at the main AEOA office in Virginia. Also, in this case contact the Executive Secretary to complete the workers compensation information.

1. Notify 911 and remain at the scene of the accident until police arrive. DO NOT MOVE ANY VEHICLE FROM THE ACCIDENT SITE UNTIL LAW ENFORCEMENT OFFICERS HAVE ARRIVED AND APPROVED MOVING THE VEHICLE.
2. Employee/driver must immediately report any accident involving an AEOA vehicle or private vehicle used for AEOA business to their supervisor.
3. Any supervisor receiving a report of an accident involving an AEOA vehicle must report it to the department director or designee who must review every accident and identify those where additional education or other remedial action will promote accident prevention.

Employee Responsibilities

1. Employees shall be familiar with the AEOA Travel Policy before using a vehicle.
2. The employee must maintain a valid driver's license from their state of residency.
3. Employees shall wear seat belts at all times when operating AEOA vehicles and personal vehicles when driving for AEOA business.
4. Employees shall ensure that the motor vehicle is in good operating condition and all windows and lights are clean before leaving the parking area.
5. Employees shall not allow smoking in AEOA vehicles.
6. The employee must park or garage the vehicle in a manner that will prevent damage or loss.
7. Employees who commute in an AEOA vehicle shall maintain records of business and commuting use of the vehicle including date and time and description of activities. This information is intended to explain the reason for using an AEOA vehicle to travel to or from the employee's residence.
8. Employees must report any vehicle damage or loss to their supervisor.
9. Fines and towing charges for moving or parking violations are the responsibility of the employee driver. Employee must get a towed vehicle back into AEOA service as soon as practicable.
10. Pets/animals are prohibited in AEOA owned vehicles with the exception of ADA Animal.