



## Travel Policy

Approved: September 13, 2017

Revised: January 13, 2020

1. **Travel Expenses:** All travel associated with training and all meetings/events requiring overnight travel must be submitted by the employee on the Training and Travel Request Form and approved by the executive director prior to travel. The Training and Travel Request Form is not needed for general meetings unless overnight travel and/or airfare are required to attend the meeting.
2. **Travel Status:** Travel status is the condition of an employee when travelling to or from an event on behalf of OCH. All employees will sign a telework agreement with the executive director that designates regularly scheduled telework days and regularly scheduled office days.
  - a. **Telework days:** On an employee's regularly scheduled telework day, they are on travel status during any time spent traveling from their home to any OCH worksite (including the OCH office or another designated worksite).
  - b. **Office days:** On an employee's regularly scheduled office day, normal commute time is deducted from the time taken to reach their first worksite, and after they leave their last worksite. The employee is also considered to be on travel status during travel between worksites and meetings during the day.
3. **Mileage:** Reimbursement will be made for mileage incurred while conducting official OCH business in a privately-owned vehicle at the rate established by current IRS regulations.
  - a. Reimbursement for mileage may not exceed the total round-trip, coach airfare cost unless the executive director deems that it is in the best interest of OCH for the employee to be paid mileage instead of airfare. The total round-trip airfare cost includes air ticket, mileage to the airport, airport parking, and round-trip taxi or shuttle service from the destination airport to the hotel if applicable.
  - b. If an employee on his or her own elects to drive and the mileage claim exceeds the total round-trip coach airfare costs (see description in Section 3a above), mileage reimbursement shall not exceed the total round-trip coach airfare.
  - c. **Telework days:** On an employee's regularly scheduled telework day, they may claim all of the mileage traveling from their home to any OCH worksite (including the OCH office or another designated worksite).
  - d. **Office days:** On an employee's regularly scheduled office day, any distance traveled beyond the employee's regular commute to the OCH office to reach the first worksite of the day or to travel home from the last worksite of the day may be claimed. All travel between two OCH worksites on the same day may be claimed.
4. **Employee Auto Insurance:** All employees must furnish proof of insurance coverage to OCH before the use of their personal vehicle for work purposes. The following minimum limits are required by OCH's commercial insurance policy:



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- \$100,000 bodily injury
  - \$300,000 bodily injury per accident
  - \$100,000 property damage
5. **Air Travel:** Payment/reimbursement for airline travel shall be limited to the lowest cost means of travel unless it is impractical or not available. The lowest cost means of travel is equivalent to the lowest logical coach class fare available, including taxes and fees, that:
- a. Uses a regularly scheduled commercial carrier.
  - b. Prohibits preference for any airline, type of aircraft and connective airports.
  - c. May require one plane transfer both departing and returning.
  - d. May be non-refundable.
  - e. Involves purchase of the ticket as far in advance as possible to avoid fare increases and added fees.
  - f. Frequent flyer benefits can be retained by the employee but should not be the basis for switching air schedules, hotel accommodations, or car rentals, unless the choice is reasonably equal in cost to the lowest acceptable alternative and meets other applicable requirements specified herein.
6. **Per Diem Meals:** Per diem is a daily allowance for expenses. Meal expenses and tips related to meals accrued during travel will be reimbursed at the meals and incidentals per diem rate for the travel destination established by the current General Services Administration of the federal government at [www.gsa.gov](http://www.gsa.gov). The meal per diem rate will be prorated depending on the employee's departure and return times, and whether any meals are provided.
- a. Employees should indicate their departure and return times under comments on their Expense Report to be reimbursed for meals.
  - b. The full-day per diem rate is prorated as identified on the GSA website for the travel destination ([www.gsa.gov](http://www.gsa.gov)):
    - **Breakfast:** On the first day of travel, the employee must be in travel status for two (2) hours prior to the start of their normal work time to receive the breakfast portion.
    - **Dinner:** On the last day of travel, the dinner portion only applies when the employee is in travel status for at least two (2) hours after the end of their normal workday.
  - c. **Meals Provided by Event:** If meals that are provided by the conference/event or host, the per diem reimbursement will be reduced by the per diem amount for the provided meal. The adjustment will apply regardless of employee's choice to eat or not.
  - d. The employee is responsible for any portion in excess of these limits.
  - e. **Meals within the Region:** When an employee representing OCH at a meeting or training involving a meal for which payment is required, or if they are traveling throughout the



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OCH region in such a way that bringing a meal from home is infeasible or impractical, they may claim reimbursement for the meal with the prior written approval of the executive director.

- f. **Meals for Guests are Not Allowed:** Purchasing a meal for someone other than the employee for purposes of promoting or marketing the OCH is “promotional hosting” which is not allowed. Meals may only be purchased for a guest for a special situation or occasion outside the OCH’s normal daily business provided the following conditions are met:
    - i. The meeting or training must be to conduct official OCH or provide formal training;
    - ii. The meal must be an integral part of the event; e.g., a lunch speaker;
    - iii. Attendance by the individuals is advantageous to the OCH; and
    - iv. The reimbursement may not exceed the applicable travel per diem limit for the meal (including taxes and customary gratuity).
  - g. **Ineligible Expenses:** The following expenses relating to meals are not allowable:
    - i. Alcoholic beverages.
    - ii. Tobacco.
    - iii. Non-food general grocery items.
    - iv. Any excess meal costs beyond the per diem rate, including meals for same day travel.
    - v. Expenses for an employee’s family members.
    - vi. Expenses considered unreasonable by the executive director.
7. **Lodging:** Lodging expenses incurred while traveling allowable as follows:
- a. **Pre-approval Required:** Lodging expenses must be approved in advance by the executive director on the related Training and Travel Request Form.
  - b. **Travel Distance:** Expenses incurred for lodging are allowable when the location of a meeting or training is at least two hours travel distance away from the employee’s residence. Employees must deduct their regular commute when traveling to and from lodging provided by OCH.
  - c. **Original Itemized Receipts Required:** Lodging expenses are allowed at actual cost up to the current daily maximum lodging per diem rate in effect, unless there is a business reason and it is authorized in advance on the Travel Request Form for exceeding the per diem. Lodging per diem rates may be found at [www.gsa.gov](http://www.gsa.gov). The receipt must state the amount of the charge, the date, the name and the location of the establishment, and an explanation of the charge. Personal telephone calls, in-room movies, and other personal expenses are not allowed.



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- d. **Family Members:** If employees wish to have a family member or guest accompany them for OCH-related travel, they must submit and be reimbursed for only the amount of a single accommodation.
- 8. **Miscellaneous Travel Expenses:** Train, bus, shuttle, ferry fares, bridge tolls, parking and taxi fares incurred during approved travel are allowable. For expenses where receipts are not usually provided, such as for parking and bus fare, employees will complete a Missing Receipt Affidavit in lieu of receipt.
- 9. **Registration:** Registration fees incurred for attendance at meetings, conferences, or conventions are allowable with the prior approval of the executive director.
- 10. **Car Rental:** Allowable car rentals may be made only upon advance authorization by executive director. Rental cars shall be used for work purposes only.
- 11. **Lost Receipts:** When a receipt is lost, the employee must make a good faith effort to obtain a duplicate receipt which is typically possible for expenses paid for with a credit card. In the event an original receipt cannot be obtained, the employee will complete the Missing Receipt Affidavit Form to serve in lieu of receipt. This process may be used to certify lost receipts no more than three times per year. Lost receipts in excess of three per year may not be reimbursed; to be decided on a case by case basis by the executive director.
- 12. **Calendar Year Deadline:** Expense Report reimbursement requests for the preceding calendar year must be submitted to Accounting no later than January 31st of the following year. Requests submitted after January 31st will only be paid with the express written approval of the executive director.
- 13. **Exceptions:** Exceptions to this policy are allowed in extenuating circumstances at the discretion of the executive director.