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## TRAVEL POLICY

**1.0 Purpose.** This policy outlines the criteria for traveling both in and out of the local area.

**2.0 Requirements.** Two types of travel apply for activities related to funds that RCWE administers—local and out-of-area.

- Local travel does not require the approval of a supervisor.
- All out-of-area travel must be approved, prior to departure, by each person's immediate supervisor or travel reimbursement may be disallowed.

**3.0 Scope.** This document shall apply to all RCWE staff, PA CareerLinks, and LMC members who travel out-of-area on RCWE's administrative budget, who utilize WIA funds to travel. The following shall be considered with respect to local and out-of-area travel:

- 1) Local area travel is defined as travel related to funding activities within the six-county area and does not require prior supervisory approval. RCWE has made available two vehicles owned by the organization to be used for local area travel. A travel log must be filled out with the date, the destination, the reason for the trip, and the driver.
- 2) In the event an RCWE-owned vehicle is not available, a personal automobile may be utilized for travel once supervisor approval has been obtained. All mileage incurred will be reimbursed at the IRS-approved rate for that calendar year. Reimbursements should be submitted to one's supervisor on the approved RCWE local area travel sheet. Once the supervisor approves the travel, it should be forwarded to RCWE.
- 3) Out-of-area travel is all travel outside of the local area. Travel of this nature must be approved prior to departure by both the immediate supervisor and the fiscal agent. RCWE has made available two vehicles owned by the organization to be used for out-of-area travel which can be completed reasonably by automobile. A travel log must be filled out with the date, the destination, the reason for the trip, and the driver. Air or rail travel should be approved by the immediate supervisor and the fiscal agent.
- 4) In the event RCWE-owned vehicle is not available, a rental vehicle may be utilized for travel once supervisor approval has been obtained. The number of days needed, the destination, and the reason for the trip must be clearly communicated to the fiscal agent. Once the travel has been approved, the fiscal agent will indicate the dollar amount that will be available for transportation. One must not assume that personal vehicle use is the preferred method of travel, but may be utilized in relatively infrequent instances with supervisor and fiscal agent approval. The cost of reimbursement will be based on reasonable travel costs, whether it is air, rental vehicle, or personal vehicle among other forms of transportation. If a rental vehicle is the option the fiscal agent prefers, an agreement with Enterprise is in place such that direct billing to RCWE will occur – the renter need not be concerned with billing arrangements. Otherwise, the individual has the freedom to choose how to get to the destination and back; however, he or she will only receive the amount of



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Rev. Level: C  
May 1, 2009

reimbursement indicated by the fiscal agent. Any excess transportation expenditures are the responsibility of the traveler and will not be reimbursed by RCWE.

- 5) Out-of-area accommodations will be reimbursed to the individuals based on reasonableness of the cost, such as Holiday Inn Express, Comfort Inn, etc. Payment for accommodation will be either on personal credit card or the RCWE corporate card for those who are approved to use it. Reimbursements for accommodations will be added to the approved Out-of-Area Reimbursement Sheet to be submitted to RCWE. All reimbursements require approved receipts. Items not covered for accommodations include personal phone calls, in-room movies, or other non-essential costs. Costs deemed to be in excess of reasonable and necessary items by the fiscal agent will be removed from requests for reimbursement or will require that individuals who use the RCWE corporate card to reimburse RCWE.
- 6) Meals will be reimbursed for those who use their personal credit card or they can be purchased by those who are approved to utilize an RCWE corporate card. Meal expenditures should be reasonable, given the destination, and will not include alcohol. Tips are not to exceed 20%. All receipts are to be submitted with names of those whose meals were paid as well as the items of discussion or reasons the meal should be covered. Any missing information may result in the cost being disallowed and not reimbursed.

**4.0 Responsibility.** The responsibility for implementation and oversight of this policy shall reside with the RCWE fiscal agent.

**5.0 History.**

Name	Date	Rev. Level	Description of change	Effective Date
Jim Triplett	02/22/2005	A	Original	
Jim Triplett	05/23/2005	B	Add RCWE vehicle usage	
Deb O’Neil	5/01/2009	C	Update logo, CFO, EO Officer	7/01/2009

Auxiliary aids and services are available upon request to individuals with disabilities.  
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