

Children’s Friend

Policy and Procedures

Policy Title: Reimbursement for Travel Expenses and Mileage

Program or Department: Finance Department

Author’s Name and Title: Roshni Tandon, Finance Director; Lee Grossi; Vice President, Finance; David Caprio, President & CEO

Title of Staff Member(s) Responsible for Implementation: All Agency Staff

Policy Statement Date Written: 04/19/96

Policy Statement Date Revised: 02/02/12, 04/01/2015

Policy Statement Date Approved by Board: 01/23/08, 02/22/12, 05/27/15

Policy Statement Date Approved by Policy Council:

Procedures Written/Revised by: Lee Grossi, Vice President Finance; David Caprio, President & CEO, Gregory Barishian, Vice President Finance

Procedures Date Revised: 02/02/12, 04/01/2015, 11/9/17

Procedures Date Approved by Senior Administration: 04/18/12, 04/09/15, 11/16/17

Policy:

Mileage reimbursement for use of a personal auto will be at a rate set by the President and CEO, but will not exceed the rate allowed by the IRS. The Agency will reimburse employees for parking expenses, if incurred, for agency business. An employee mileage reimbursement form must be submitted for each pay period, and will be paid through payroll.

For travel that requires an overnight stay, the employee must get permission from their Vice President prior to making any travel arrangements. The agency will pay for registration fees, selected transportation costs and basic overnight accommodation costs. The agency will also provide employees with a per diem payment, paid through payroll, for meals and incidental expenses at a rate equal to or below the rate set by the General Services Administration (GSA).

Procedures:

1. For regular mileage reimbursement, employees are required to accurately complete an electronic mileage reimbursement form on a bi-weekly basis, submitted for each pay period for the days coinciding with the current pay period being paid. Commuting Mileage (typically between home and work) at the start and end of the day is not eligible for reimbursement, unless you are travelling “outside the primary service area” of Children’s Friend (Providence, Pawtucket and Central Falls) when the sites are open. In

these instances, staff can claim mileage from their assigned site to the “outside of primary service area” meeting. For example, if you live in Westerly, your first meeting of the day is in Woonsocket and your site is Dean, you can claim mileage from Dean to Woonsocket. In instances where your home is located closer to the “outside of primary service area” meeting, staff can claim the difference. For example, if you live in Warwick and you are travelling to Newport, you would only claim mileage from your home to Newport and not from your assigned site.

2. For example, driving to a client from your home is not eligible for reimbursement, however driving from your client to the office (or to another client) would be reimbursed. The completed reimbursement form must be approved by the Supervisor. The HR office will process the mileage reimbursement through payroll.
3. The Agency will pay for training and conference registration fees for agency approved trainings, conferences, and meetings.
4. The Agency will pay for transportation costs of an employee to the approved training, conference and or meeting and back, and includes:
 - a. Air, train, or bus fare from Rhode Island to the conference/training/meeting location and back. Due to the large fluctuations in travel costs, the agency may require travel:
 - i. To/from an alternate but reasonably close city
 - ii. On an alternate mode of transportation
 - iii. On alternate dates or times of travel.
 - b. Roundtrip travel from destination airport/train/bus station to hotel, conference, or meeting place, via shuttle, cab, or mass transportation.
 - c. Luggage charges for employee luggage imposed by transportation carriers not including oversized and overweight charges for up to 2 bags per employee.
 - d. Parking fees for employee’s vehicle while parked at departure airport, bus, or train station.
 - i. The agency will reimburse actual airport parking fees at T.F. Green up to the rate for Express Lot E or at Logan airport up to the rates at the Economy Parking Lot.
5. The Agency will pay for basic employee accommodations while at the conference, training or meeting. Employees are encouraged to stay at hotels suggested by the event organizer, which may offer special rates. The agency may require an employee to stay at a nearby hotel which is more cost effective.
6. Rental cars are approved only in very rare situations, when other forms of transportation are not readily available or cost of transportation is not cost effective compared to rental car fees.
7. Meals and incidental expenses are paid for by the agency as per diems. The per diem rate will be set by the President and CEO, and will not exceed the rate allowed by GSA. The first and last day of travel are calculated at 75% of the per diem rate.
8. Any other unique expenses associated with agency travel will be evaluated on a case by

case basis and must be approved in advance of the travel. The President and CEO will make the final decision on approving any unique travel expenses.

How to Request and Purchase Overnight Travel Arrangements

1. Employee, Supervisor, and Vice President should discuss the need for an overnight travel trip and must all agree on the business need for the trip (why), the outline of the trip (who, where, when and how), and the estimated expenses for the trip before any travel and or conference arrangements are made.
2. Registration fees for meetings and conferences can be charged by Vice Presidents to their credit card, or the employee and supervisor can request the agency to issue a check through the Request for Payment Form.
3. For travel that requires an overnight stay, employees must arrange a time with their supervisor to submit together the travel request by visiting the travel website www.concursolutions.com and filling in all related fields.
 - a. Log on to Concur website www.concursolutions.com
 - i. All supervisors have their own user name and password. Please contact the Office of the President if you do not know your password.
 - ii. Do not use another supervisor's login information.
4. Enter in all appropriate accommodations, travel and travel descriptions, for the entire trip i.e. flight, hotel, reason for the trip, etc.
5. Once the travel information is completed with the estimated travel costs for flight, hotel etc. your request will be submitted to the employee's Vice President for approval.
6. Vice Presidents are responsible to ensure that there is a business need for the trip, that funding is available to cover the trip expenses, that the expenses and arrangements are reasonable, and that the trip is in accordance with the agency travel policy procedures, and practices.
7. Once the Vice President approves the trip on the concur website, the travel request will be automatically sent to the agency approved travel agent for final booking.
8. The final itinerary will be emailed directly to the supervisor who booked the travel.
9. The agency will be billed directly for air, train, and transportation charges as well as basic lodging expense, via the Vice President's credit card
10. All transportation and lodging confirmations will be on the Concur website.
11. A separate travel reservation must be completed for each overnight trip and for each person traveling.
12. The agency does not pay or reimburse for any expenses associated with alcoholic beverages.

13. Within ten (10) days after returning from a business trip, an employee must sit with their Supervisor, log into the Concur website and complete and submit a travel expense report with receipts attached for items not included within the meals and incidental per diem. Itemized receipts required include: conference and meeting fees, transportation costs, hotel expenses, rental car costs, parking fees, luggage fees and other unique expenses.
14. Based on information/receipts submitted with the travel expense report, any approved and previously non reimbursed expenses will be approved by the Vice President then sent to the Office of the President for final approval before being submitted to Human Resources to be reimbursed through the payroll system.
15. For charges to the Vice President's credit cards, the Vice President will need to complete a Purchase Description Form with appropriate backup and submit to Finance for timely credit card payment.