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TRAVEL POLICY AND PROCEDURES MANUAL

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TABLE OF CONTENTS

1.00 General.....	3.
Disclaimer	3.
Definitions.....	3.
2.00 Policy	4.
Travel Outside Texas	4.
Travel Within Texas.....	4.
Mileage	5.
Residence to Duty Point	5.
Residence to Place of Employment	6.
Outside Texas	6.
Group Travel using POV Outside Texas.....	6.
Rental and Public Conveyance	6.
Meals and Lodging.....	7.
Day Trip	7.
Overnight.....	7.
Unallowable Expenses.....	8.
Preparation and Submission of Travel Documents	9.
In-Region	9.
Out-of-Region	9.
WSCT Travel/Per Diem Expense Statement	9.
Travel Expense Detail	10.
Attachment 1, Mileage Chart	12.

1.00 GENERAL

1.01 Certain travel costs incurred by employees of Workforce Solutions of Central Texas (WSCT) during the conduct of official WSCT business may be reimbursed to the employee. These include costs for transportation, lodging, meals, and other travel-related items. This policy contains guidance for conduct of official travel and the preparation and submission of travel forms and documents by both WSCT and state merit employees under WSCT supervision.

1.02. Disclaimer: Policies, procedures, and/or benefits summarized in this and all other WSCT policy and procedures manuals and policy letters are not contractual in nature. Workforce Solutions of Central Texas reserves the right to change, modify, add, or delete any policy at any time with or without prior employee notification or approval.

1.03. Definitions:

1.03.01 State of Texas Travel Allowance Guide: Information concerning travel costs.

1.03.02: Place of Employment: The exact location or office building at which an employee routinely conducts WSCT business.

1.03.02. Designated Headquarters: The area within the incorporated city limits in which the employee's place of employment is located. If located in an unincorporated area, the area within a 5 mile radius of the employee's place of employment is the designated headquarters. If a city, town, or unincorporated area is completely surrounded by the city or town which is the employee's location of employment, then the designated headquarters includes the surrounding area.

1.03.03 Duty point: a destination, other than the place of employment, to which an employee travels to conduct WSCT business.

1.03.04. In-Region: The seven counties that make up the Central Texas Workforce Area. These are Bell, Coryell, Lampasas, Hamilton, Milam, Mills, and San Saba. It also includes travel for training-related visits at Texas State Technical College and McLennan Community College in Waco, Austin Community College in Austin and visits to other schools and training providers within a reasonable, one-day travel distance.

1.03.05. Out-of-Region: The area outside the geographical boundaries of the Central Texas Workforce Area except as noted in 1-03-04 above.

1.03.06. Travel Voucher: The Travel/Per Diem Expense Statement Form published by the fiscal department of the Central Texas Workforce Board (The Board).

1.03.07. Travel Package: A completed travel voucher with attached supporting travel documents prepared by an employee to account for official travel.

1.03.08. Incidental Expenses: Necessary and reasonable travel expenses incurred while on official business. These include mandatory charges, service charges, phone calls, and applicable taxes. Not include are expenses for meals, lodging, or transportation; expenses of a personal nature; expenses that could be incurred regardless of whether or not he/she were traveling on official business, and tips and gratuities.

1.03.09. Per-Diem Rate: The maximum rate set by federal rules at which the daily cost of meals may be claimed for reimbursement.

1.03.10. Employee: Any person employed directly by WSCT through Central Texas Council of Governments and state merit employees under supervisory control of WSCT.

2.00 POLICY

2.01. Travel costs claimed by employees shall be both necessary and reasonable. Meal, transportation, lodging, and selected incidental expenses while in a travel status will be paid only when travel is clearly for official business consistent with the legal responsibilities of Workforce Solutions of Central Texas.

2.02. WSCT/state employees attending conferences or meetings will attend all workshops, meetings, break-out sessions, training sessions, and other conference activities from start to finish of each day's schedule.

2.03. The travel voucher shall identify persons contacted and places visited, or otherwise describe the nature and purpose of the official visit or attendance (see 2.14.04, Justification).

2.04. Certain incidental expenses may be reimbursed (See 1.03.08).

2.05. Tips and gratuities: Under no circumstances will tips and gratuities be reimbursed.

2.06. Employees on personal leave: Who are called back to their designated headquarters by WSCT and who must travel from a leave location other than the designated headquarters may receive travel reimbursement back to the designated headquarters at the established rates and may include meals, mileage, lodging, and incidental expenses. Reimbursements may also be made for the return trip to the personal leave location from which they were called following completion of the duties for which they were called back.

2.07. The employee may be reimbursed for cancellation fees incurred for reasons related to official business.

2.08. Travel Outside Texas: Expenses for lodging and meals for travel outside The State of Texas but within the continental United States may not exceed the locality-based rates in Federal Travel Regulations (FTR) unless it is determined, and approved in advance, that local conditions require a change in the lodging rate at a particular location.

2.09 Travel Within Texas: Reimbursement for lodging and meals shall not exceed the rates established by FTR. Costs must be reasonable and prudent and not exceed the daily maximum allowable. If a lodging provider (hotel) does not provide a rate equivalent to state rates charged state employees, or charges a rate higher than the rates negotiated for a conference or meeting, an exception may be granted to the employee by the Board Executive Director or designee in advance of the travel.

2.10. Mileage: May be reimbursed for travel using an employee's personally owned vehicle (POV) or a leased motor vehicle.

2.10.01. The rate for travel is based on the Federal fixed rate at the time of travel. In addition to

miles traveled, reimbursement for tolls or airport parking is allowed. No other expenses are authorized.

Distances for travel by motor vehicle within the State of Texas are based on the shortest route between two points, taking into consideration travel time. The shortest route may not always take less time.

If travel is between two points listed on the WSCT travel chart (see attachment 1), this mileage must be used. The word "Chart" **should** be placed on the travel voucher.

An Internet mapping service may be used if travel locations are not on the chart. Google Maps, Map Quest, or other on-line mapping services may be used. This mileage **should** be indicated by the word "Map" on the travel voucher. Attach a copy of the map sheet showing the route and miles to the voucher. Use of mapping service is preferred when traveling out-of-region, however, if mapping is not used, the actual miles must be justified. **Mapping service is not required for in-region travel.**

The vehicle's odometer-measured direct travel mileage may be used if travel locations are not on the chart. The mileage claim may include a required detour such as construction or an alternate route to bypass delaying traffic, closed roads, or accidents. This should be noted on the travel voucher. This mileage **should** be indicated by the word "Actual" on the travel voucher.

2.10.02. Residence to Airport: Travel from employee's residence to an airport of departure may be claimed subject to the following:

If during work hours, the claim must not exceed the mileage that would be paid for travel from the employee's place of employment to the airport.

If the employee is transported either during or working or non-working hours by another person to the airport and dropped off, reimbursement may be claimed from a residence to the airport provided the amount claimed is less than the cost of parking a POV or leased vehicle at the airport for the trip.

2.10.03. Residence to Duty Point: Mileage computed to or from an employee's residence to a duty point may be claimed provided the duty point is not on the route traveled to and from the place of employment (you would be going that way anyway).

The mileage to or from a residence to a duty point must not exceed that which would be claimed had the employee traveled to or from the place of employment to the duty point.

If travel from the residence to a point of duty is farther than from the residence to the place of employment, the place of employment, not the residence, will be used to calculate the distance traveled to the point of duty.

2.10.04. Residence to Place of Employment: A normal commute from home to the place of employment is not an allowed mileage expense, however, if the travel is necessitated by extraordinary circumstances and the travel occurs during non-duty hours, reimbursement is allowed.

2.10.05. Outside the State of Texas: Employees traveling alone outside the State of Texas may be reimbursed for mileage but it may not exceed either of the following:

The amount the employee would have received had they flown the average coach airfare plus expenses necessary to complete the flight or,

Reimbursement calculated at the standard mileage rate between the place of employment and the airport plus other necessary and reasonable expenses that would have been incurred at the airport had the employee flown such as parking fees and expenses necessary to complete the flight.

2.10.06. Group Travel Using POV Outside Texas: An employee using a POV to transport a group traveling outside the State of Texas may be reimbursed for mileage based on total miles between the personal vehicle owner's place of employment and the destination. The reimbursement will not exceed the total cost had each employee flown the average coach airfare plus expenses necessary to complete the trip.

2.10.07. Employees may be reimbursed for mileage traveled outside Texas to locations not served by commercial airlines. This cannot exceed the sum of the following:

Average coach airfare to the nearest city served by air,

Mileage between the city served by air and the destination and,

The expense required to complete the flight.

2.10.08. Rented or Public Conveyance: Employees may be reimbursed for travel by rented or public conveyance subject to the following:

Commercial Air Travel: Shall be at the lowest unrestricted coach fare available between the designated headquarters and the duty point. First class/Business class may be paid only if it is the only fare available and no other options exist.

Limousine: Cost of travel by limousine may be paid if it is the lowest cost for the travel considering all circumstances involving the travel.

Rental Car: Use of a rental car is usually restricted to business travel while at the duty point when such conveyance is required. Arrangements for rental cars are made either by the employee or through The Board office. The employee may be reimbursed for out-of-pocket costs of the rental to include applicable taxes and mandatory charges. Added costs such as a GPS, additional driver, toll card, insurance, or phone will not be reimbursed. Required documentation is an original and complete receipt or contract issued by the rental company with the following information in it: names of the rental company and the WSCT employee renting the vehicle, starting and end dates of the rental period, itemized expenses incurred, and proof of payment.

Taxi: Includes Uber or other similar means if cheaper. A receipt is required. Taxi may be used only for business needs such as from airport to lodging, to the point of duty, or for transportation for meals.

WSCT may directly pay commercial transportation companies prior to the travel if advance payment is required by the company in order to obtain lower rates. Cancellation charges are payable if incurred for business-related reasons.

2.11. Meals and lodging. Meals, lodging, and limited incidental costs related to business travel are allowable at the published federal/state rate depending on the location of the travel. The WSCT Chief Operating Officer may limit travel based on available funds and shall ensure that travel expenses are held to the lowest possible cost consistent with the mission and purpose of the travel. The Chief Operating Officer may reduce reimbursement rates provided he/she gives advance written notification of the reduction to traveling employees.

2.11.01. Meals, both in and out of region, may be reimbursed. Claims for meals will be reasonable and prudent. Provide an explanation of cost if needed.

The amount claimed must be the actual cost of the meals up to the limit of the authorized per diem rate. Receipts for meals are not required, however, claims that are consistently the same amounts or at the per-diem limit may be questioned.

Meal claims for early departure (e.g.; day before) to the activity or late stay (e.g.; day after) following the end of the activity that is the reason for travel are not reimbursable.

Day Trip: day trip meal reimbursement without overnight stay, both in and out of region is considered taxable income, subject to federal income tax withholding. To claim day trip meals, the employee must be away from their designated headquarters for at least 12 hours and must receive prior approval from the WSCT Chief Operating Officer or designee.

Overnight: Meals for travel, both in and out of region, involving an overnight stay are not subject to federal income tax withholding or to the restrictions above and may be reimbursed subject to the per diem rate limit.

2.11.02. Each employee traveling in a group in a single motor vehicle shall be reimbursed for meals and lodging incurred during the trip.

2.11.03. Reimbursement for meals and lodging will not be paid for employees traveling within the confines of their designated headquarters area.

2.11.04. If away from their designated headquarters area for less than 12 consecutive hours, meals and lodging costs will not be paid except by approval of the Board Executive Director or designee.

2.11.05. WSCT may arrange to have the cost of lodging paid through direct billing to WSCT. In this case the employee may not claim reimbursement. The travel voucher will indicate that lodging is direct bill. The hotel invoice will be submitted with the travel package.

2.11.06. Reimbursement is allowed for employees paying state, county, or local hotel taxes or similar taxes imposed by Texas or other states.

2.11.07. Out-of-Region travel does not require prior approval unless advance travel funds are requested by the employee.

2.11.08. Employees required to attend a business function and pay for a meal may receive reimbursement of the meal, to include service charges paid or imposed in connection with a meal.

2.12. Unallowable Expenses: the following travel expenses will not be reimbursed:

Pay-per-view movies

Laundry service

Fees for use of workout equipment of fitness facilities

Personal phone calls

Alcoholic beverages

Excessive or unnecessary trips

Taxi fare from hotel to entertainment establishments or shopping malls, personal functions, or visits to family, friends or business associates.

Difference in airfare due to change in personal plans

Air fare for spouse, other relative, friend, or business associates

Charge incurred for ticket changes for personal reasons to include missed flights due to late airport arrival

Excess baggage charges for personal baggage

Tips and/or gratuities

Other personal expenses

2.13. Swift and efficient processing of travel packages is required for accountability, reimbursement of allowable costs, and for the recovery of unused travel funds. The goal is a one-week turn-around of travel packages and elimination of delays and audit exceptions caused by errors or untimely submission.

2.14. Preparation and Submission of Travel Documents: depend on the type of travel.

2.14.01. Mileage claims for both in and out of region travel will be claimed on the WSCT Travel/Per-Diem Expense Statement.

2.14.02. In-Region Travel: Submission of travel vouchers for in-region mileage, including meals if approved, may be on a monthly or longer basis. If the total is less than \$25.00, the request should be held until the total exceeds that amount or a final report is required.

The exception to the minimum is when an employee travels only once or twice and may

not repeat travel for several months. In this case the payment may be made for the claimed amount.

2.14.03. Out-of-Region: Travel requiring an overnight or any out-of-region overnight stay will be prepared separately for each episode of travel and submitted as a separate travel package.

Advance travel funds may be requested for out-of-region travel. Requests are made through The Board at least two weeks prior to the travel.

Exception to the out-of-region designation is granted for “day trip” travel to visit program customers at various schools and vocational training sites (paragraph 1.03.04) and will be processed as “in-region”.

Mileage or taxi/ public conveyance fares for travel from hotel to and from a place of training, site visit, meeting, or a restaurant for meals may be reimbursed. A receipt for taxi or other public conveyance is required.

Out-of-region travel packages should be completed and submitted to supervisors within three business days following return from travel.

2.14.04. WSCT Travel/Per-Diem Expense Statement: This form is a compilation of all authorized expenses and is found in the WSCT Intranet under Forms, Travel Forms.

If used for both mileage and for meals/lodging, the second part of the form will be completed (Travel Expense Detail, Hotel and Meals).

Complete the form as follows:

Name and address: at the top of the form. This must be the address where payment, if mailed, is to be received.

Date: Place the date of each travel event

From/To: the place traveled from, and the place traveled to. Multiple entries on the same date may be included if travel is from place to place on this date.

Justification: Indicate in sufficient detail the location and purpose of the visit. Make entries clear and understandable (who, what, when, where, and topics as necessary). If available, attach a copy of the agenda. If no agenda is available, the words “no agenda” should be entered. Explanations of entries in the “Other Expenses” block for this line may be included here.

Chart/Actual/Map: This block is annotated with the method of computing trip mileage. When using the chart, place the word “Chart” in this row. When using the actual odometer miles, place the word “Actual”. For mileage computed by Internet map, place the word “Map”. Ensure that the mileage rate on the form is the current allowable rate. If in doubt, check with the Board as to the allowable rate.

Project Number: Leave blank.

Miles: Record the number of miles in whole numbers traveled to each stop (for example, 4.50 miles would be rounded up to 5.0 and 4.49 miles would be rounded down to 4.0 miles). Round trip mileage may be computed by rounding both one-way trips to the nearest whole mile and then multiplying the mileage by the number of days as applicable.

Per Mile Block: This is computed automatically.

Other Expense: Record other authorized expenses incurred on this date.

Total: Automatically computed.

Travel Advance: Enter total travel advance if received.

Total: If a travel advance was provided and the total is a minus, the employee owes this amount to CTCOG and a personal check for the amount owed made to CTCOG will be submitted to the Board with the travel package. If this amount is a plus, it is owed the claimant.

Signature: The employee signs the form and forwards it, along with receipts and other supporting documents, to the approving authority.

2.14.05. Travel Expense Detail, Hotel and Meals: shows a day-by-day detail of hotel and meal expenses. Additional pages may be required. Totals are automatically posted to the Travel/Per-Diem Expense Statement.

Name and address: ensure that the correct address is posted at the top of the form.

Date: date(s) of travel for which the expense is being claimed.

Departure Time: the time that you departed your place of employment or home as applicable on the first day. If multiple-day travels, this will not be completed again until you depart for another location on your itinerary or depart the final location to return to your place of employment or residence, if closer (e.g., departing the hotel for the airport to return home).

Return Time: the time that you arrive back at your place of employment or residence.

Expense Amount: is the amount of allowable daily expenses for each of the listed categories. If the hotel expense is paid by direct bill to the board, this will be annotated on the form and cost not inserted.

Expense Allowable: the allowable per diem rate for the location visited.

Expense Claimed: is computed automatically based on the actual daily totals of the hotel and meals. For meals this is the total of all three.

The amounts shown on the form(s) are carried over to the Travel Expense Statement as itemized expenses.

2.14.06. Complete and sign the statement. Assemble required supporting documents and receipts. The package should be submitted to the Supervisor on the day of completion for review and signature.

2.14.07. Receipts for expenses requiring them are submitted with the travel package. Small receipts must be attached with transparent tape to an 8X11 sheet of paper.

Caution: Transparent tape should not be placed over the printing on cash register or other printed receipts as the tape may cause the printing to disappear.

2.14.08. The Supervisor or reviewing official forwards the travel package to The Board. The package should arrive at The Board prior to 5:00PM Friday of the week of submission. Earlier submission is strongly encouraged.

2.15. Staff and supervisors should make every effort to ensure accuracy. Staff may coordinate directly with The Board to furnish information or resolve minor problems. Difficult or recurring problems may be coordinated through the Supervisor or the WSCT Chief Operating Officer for resolution. The following are examples that can cause delays in processing travel packages:

Lack of clarity or detail in the description of activities

Use of unrecognizable acronyms

Incorrect or questionable mileage calculations and meal claims

Lack of receipts for items that require them

Unreasonable or disallowed charges

Untimely submission of travel packages or erroneous entries

Attachment 1

All distances are one-way. Map Quest has been used to compute mileage.					
Partial miles have been rounded, so point-to-point addition may vary slightly.					
Effective date August 31, 2017					
DESTINATION	Board Office Belton	Temple WFC	Rockdale WFC	Killeen WFC	Lampasas WFC
Belton Board Office		9	50	19	91
Belton Youth Office (Waskow HS)	1	8	51	19	92
Central Texas College Killeen	23	31	72	6	24
Central TX Council of Governments Belton	2	10	50	21	49
Ft. Hood III Corps HQ	23	31	72	4	29
Ft Hood Soldier Center	24	32	73	5	30
HOTDA Killeen	18	30	65	3	31
Killeen Regional Airport	26	34	74	8	30
Killeen Chamber of Commerce	18	26	66	2	29
Killeen Civic/Convention Center	18	26	66	4	31
Killeen ISD Ellison High School	19	27	67	2	31
Killeen ISD Killeen High School	17	25	66	5	31
Killeen WFC, Killeen	19	27	67		29
Lampasas WFC, Lampasas	47	56	91	30	
McLennan Community College, Waco	50	44	76	69	97
Rockdale WFC, Rockdale	49	45		67	91
San Saba Child Care Fiscal Office	85	95		68	
Temple College, Temple	9	3	44	28	55
Temple WFC, Temple	9		46	28	55
Texas A&M Central Texas, Killeen	24	31	72	5	32
TSTC, Waco	49	43	74	68	95
UMHB Belton	1	9	49	20	48