



## **Greensboro ABC Board**

### **Subject: Travel Policy and Procedures**

#### **PURPOSE:**

This policy establishes the procedure for authorizing and reimbursing travel expenses. Travel by Board members and employees are necessary and useful to the accomplishment of Alcoholic Beverage Control functions. It is the purpose of these guidelines to establish the procedure for authorizing employee travel and to describe the system of reimbursement of travel expenses. These guidelines are intended to be consistent with efficient operation while permitting sufficient flexibility on the part of the employee traveling on authorized Board business.

#### **GENERAL POLICY:**

##### **Appropriation**

The amount needed for annual travel must be included in each department's annual budget request and include the estimated travel costs of anticipated business, meeting, conference, and professional training travel.

##### **Authorization**

The Administrator must approve all travel. The responsibility of monitoring and adhering to appropriated budget rests with each department and the official or employee authorizing the travel. All trips that involve expenses in excess of the total amount budgeted for travel in any department will require the additional approval of the Administrator.

*A Request for Travel Authorization Business form must be completed before each trip. This procedure ensures that the appropriate supervisor approves all travel before the trip is taken.*

##### **Combining Business and Vacation**

If an employee wishes to combine a business trip with a vacation, the following shall apply:

- A. The department director must approve the travel and request for vacation leave.
- B. The Board shall provide only the reimbursement for the most economical mode of transportation to the business destination and other costs related to expenses while on leave will be the responsibility of the employee.
- C. The Board will provide only that reimbursement which covers the actual expenses of the business portion of the trip.
- D. The employee must specify on the Travel Authorization Business Expense form the dates of the conference or meeting and the total days of the trip so that vacation time may be computed.

### **Travel with Spouse and/or Family**

A spouse and/or other family member(s) may accompany an employee on official trips. However, the Board provides reimbursement for only those expenses, which the employee would normally incur if traveling alone.

### **Travel with Someone from another Board**

If an employee travels with someone from another Board in a car owned by the person or his employer, and if he/she shares the cost of the trip, he can receive reimbursement for his share only if proper receipts are submitted. This method of travel must receive prior permission from the department head or supervisor.

## **TRAVEL COSTS:**

### **Transportation**

Ordinarily, the most economical and expeditious form of transportation should be used. If there is some doubt as to the best method of travel, the matter should be taken up with the department head, and if necessary the Administrator.

- A. **Travel by Air** – Only tourist class air travel will be reimbursed by the Board. If an employee chooses to fly first class, the employee will pay the cost differential for first class. Insurance purchased for air transportation or baggage damage/loss will not be reimbursed by the Board.

An employee should purchase airline tickets at least twenty-one (21) days prior to departure date, to the extent possible, in order to get a discounted price.

- B. **Travel by Board Vehicle** – Only Board employees and other persons authorized by the department head will be permitted to travel in the Board vehicles. Unless impractical, all travel related vehicle expenses, i.e., repairs, gasoline, oil, storage, parking, tolls, and other necessary expenses for the use of the Board vehicle should be charged to a Board credit card, except tolls.

- C. **Travel by Private Vehicle** – The use of a private vehicle will normally be confined to destinations within the state or those in neighboring states where it is more advisable to travel by vehicle because of expediency and destination accessibility.

Reimbursement for travel by private vehicle is at the rate specified by the Internal Revenue Service and is paid directly to the employee. Reimbursement will be made on this mileage basis unless it is more expensive than what it would cost to reach the same destination by air. The cost of air travel tourist class will be used for this comparison.

No reimbursement will be made for expenses incurred in making repairs or for the towing of a private vehicle. Coverage of these expenses is provided in the mileage rate. The employee will be reimbursed for parking fees and tolls.

### **Travel to/from Airport at Employee's Duty Station**

Reimbursement for travel between the employee's duty station or home (whichever is less) and the nearest airline (or train/bus station if applicable) and for parking may be made under the following circumstances.

**Taxi or Airport Shuttle** – Actual costs with receipts.

**Private Car** – The business standard mileage rate set by the Internal Revenue Services for a maximum of two round trips with no parking charge, or for one round trip with parking charges. Receipts are required for airport parking claims.

**Use of Public Transportation** – In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts \$5 for each one-way trip either from the airport to hotel/meeting or from the hotel/meeting to the airport of the actual cost of the travel with the submission of receipts.

Fees in **excess** of \$20 require that the destination be listed.

### **Travel to/from Airport at Employee's Destination**

Reimbursement for travel to and from the airline terminal (or train/bus station if applicable) at the employee's destination may be made where travel is via most economical mode available as listed below.

**Taxi or Airport Shuttle Service** – Actual costs with receipts.

**Rental Vehicles** – May be used with the prior approval of the department head or Administrator. (Receipt Required) See Rental Car

**Use of Public Transportation** – In lieu of using a taxi or airport shuttle, employees can be reimbursed \$5 without receipts for each one-way trip from the airport to hotel/meeting or from the hotel/meeting to airport. Reimbursement will be made for the actual cost of the travel with the submission of receipts.

Fees in **excess** of \$20 require that the destination be listed.

## Parking

Parking expenses are reimbursable while in the course of conducting official Board business as long as such expenses are determined reasonable and clearly show that there was care taken to keep the costs to the Board as low as possible. **Original receipts must be furnished.** Any parking rates considered excessive and only for the convenience of the traveler will not be reimbursable.

## Use of a Rental Car

The Board will only cover rental car costs up to the amount needed to travel back and forth to the airport and for the duration of the business trip if there is a business need. The Board's credit card should be used to pay for the rental car. The employee should decline the car rental company's collision damage waiver (CDW/LDW) option at the time the vehicle is rented. The employee's personal automobile insurance and/or the Board's automobile insurance should provide coverage.

## Meals - Actual Expenses

The traveling employee will be reimbursed for actual expenses incurred for meals and tips while traveling on Board business. The employee is expected to use common sense standards when ordering meals while traveling. In most locations, a reasonable amount should not exceed \$28 per day. In cases where the daily expense is \$28 or less, receipts will not be required. Employees should order meals similar to ones they would normally order if they were traveling on their own. In certain higher cost destinations \$28 per day may be insufficient to cover reasonable meal costs and employees will be reimbursed for actual meal expenses, provided itemized meal receipts (not credit card receipts) are submitted and the amount is approved by the supervisor. Reimbursement for a single meal that exceeds \$28 requires approval by his/her supervisor or Administrator. **The \$28 meal allowance does not apply to same day trips.** Reasonable lunch and/or dinner expenses for same day trips may be reimbursed if the employee provides a receipt. The cost of alcoholic beverages will be deducted without exception from reimbursements.

## Business Meals

The Board will reimburse employees for reasonable meal expenses incurred for themselves and other individuals while conducting appropriate in-town or out-of-town Board business. Reimbursement procedures require the employee to provide an itemized meal receipt, the nature of the business, the number of guests and the Administrator's approval. The cost of alcoholic beverages will be deducted without exception from reimbursements.

## Lodging

All reimbursement requests for lodging must be accompanied by a receipt. Employees are to use common sense standards when making lodging arrangement. Employees should choose the same type

of lodging accommodations they would make if they were traveling on their own. When traveling with family, if there is a difference between the single and double rate, the Board will only reimburse the employee for the single rate.

## **Telephone**

Incidental expenses such as telephone calls will be reimbursed. A personal "safe arrival" telephone call, but no more than \$10, will be reimbursed as a travel expense. All other telephone charges will be reimbursed only if they are fully detailed and business related. The employee must keep a list of the number, party, and location called in order to claim reimbursement.

## **Tips**

Reimbursement is permitted for reasonable tips (bellhop, taxi, etc). A meal tip of approximately 18% to 20% is considered reasonable.

## **Laundry**

The Board will reimburse reasonable laundry expenses, if the business portion of the trip is longer than five working days.

## **Advancement of Money**

If an advance of travel funds is requested, a request for funds must be approved by the Accounting Manager and Administrator. Within 10 days after any travel, the employee must complete the standard Travel Authorization Business Expense form and submit the completed form with all receipts to the department director for approval. Bills and receipts supporting the following expenditures must be attached:

Lodging

Transportation

Registration fees

Car Rental

Car Expenditures (repairs, gas, oil, storage, parking)

Meals, including conference banquets, if the reimbursement requested is in excess of \$28 per day

Registration fees or hotel guarantees made by the purchasing card should be noted on the Travel Authorization Business Expense form and copies of these receipts should be attached. These amounts will be paid directly to the Card Company and not reimbursed to the employee.

## **Amount Due the Employee**

The employee will be reimbursed for any allowable expenses. If the Board credit card was used for the expenses, the employee is responsible for paying those expenses with the reimbursement received from the Board for the travel.

### **Amount Due the Board**

If a travel advance was made to an employee and the amount exceeds actual travel expenses, the employee must submit a check for the amount due the Board within ten days after the trip. Cash should not be used to reimburse the board, but whenever it is, it must be hand delivered and a receipt obtained. Cash must not be sent through interoffice mail.

### **Audit**

The Accounting Manager and Administrator reviews the Travel Expense – Reimbursement form. If the report is in order and appears accurate, the employee will be reimbursed. If there are questions about any item on the Travel Expense form, the Accounting Manager and/or will consult with and/or return the Travel Expense form to the department head.