

# The Seventh Planning District Consortium Workforce Development Board

## Administrative Office

4000 Viking Dr., Suite A-1, Bossier City, LA 71111 | (318) 632-2022

Matt Wheeler, Chairman | Candle Sattler, Interim Director of Workforce Development

**Title:** Travel Policy

**Effective Date:** December 4, 2020

**Note:** This policy supersedes the Travel policy dated June 23, 2020, approved by LWDB 70.

### Purpose:

The purpose of this policy is to:

Describe the types of expenditures that are reimbursable by the company.

Inform employees of their responsibilities to control and report travel.

Describe the process for an employee to file and obtain travel expenses and reimbursement.

### Employee Travel & Business Expense Guide

This guide is intended to aid The Coordinating & Development Corporation business traveler and The Coordinating & Development Corporation management by setting forth guidelines and reporting requirements related to The Coordinating & Development Corporation expectations and IRS regulations.

All travelers and managers bear responsibility for cost-effective business travel. Each manager should carefully review and approve all Expense Reports. Items not considered reimbursable should be brought to the attention of each employee prior to being submitted to Accounting.

While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. The traveler is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the policy is silent, to exercise good business judgment.

### General Travel Policy:

It is the Company's policy to reimburse employees for all expenses necessary, reasonable and actually incurred when traveling on authorized company business.

Travel expenses must be properly documented and approved on a Travel Authorization Form. It is each employee's responsibility to adhere to policy when involved with expenditures on behalf of the company. Further, it is the responsibility of the manager to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the recognized policy.

### American Job Center Locations



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**Bossier Parish**  
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Vivian, LA 71082  
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Further, it is the responsibility of the manager to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the recognized policy.

Employees are expected to:

1. Exercise good judgment with respect to expenses.
2. Spend the company's money as carefully and judiciously as they would their own.
3. Report all expenses and advances promptly and accurately with required documentation.

**Procedure:**

1. Company Car

All employees traveling should consider the use of any available company vehicle as the preferred mode of transportation when possible.

The Coordinating & Development Corporation does not allow the employee to use the vehicle for personal purposes, other than for commuting or "de minimus" personal use (for example, a trip to the dry cleaners between a business stops). At no time should an employee transport non-business related passengers in company owned vehicles.

In order to coordinate the use of the available vehicles between all employees traveling, remember to reserve the car in advance. This can be done by reserving the car in the book located in the Client Information Manager's office.

When there is an overlap in employees needing to use the company car, the one traveling the longest distance will be given priority.

All drivers must ensure that a current copy of their drivers' license is in the reservation book when using the car. All drivers must have a current drivers' license.

Before leaving in the car, the employee using the car should do a quick inspection to ensure that the car is in safe condition for travel. If it is unsafe in any manner, this should be reported to their manager. The manager will be responsible in deciding what measures should be taken. When returning the car, always ensure that it is clean, full of gas, and free of any known defects.

2. Air Travel

All employees traveling via air carrier must utilize Lowest Fare Routing (LFR). LFR is quoted logical lowest fare for the business trip, which will (where possible):

1. Provide cost savings for the round-trip air ticket.
2. Increase the one-way total elapsed trip time by no more than two and one-half hours.
3. Require no more than one interim stop each way.

Exceptions to this policy statement will be allowed with approval by the employees' manager so that additional cost is authorized.

International air travel outside of the U.S. and to overseas locations will be by LFR and require prior approval.

All travel reservations should be made as far in advance as possible to take advantage of available discounted airfares.

Business and First-Class travel is not allowed unless it is at the employee's expense. Employees who are enrolled in airline incentive programs are permitted to utilize their personal upgrades along with the company's booking of the lowest available fare.

Reasonable stopovers in route may be approved provided that:

1. They do not interfere or adversely affect achievement of the desired business objective.
2. They do not result in any significant loss of work time.
3. The travel expense claimed from the company does not exceed either the actual cost, or the cost of the applicable air fare between the place of departure and the business destination, whichever is the lesser.
4. Approval must be obtained in advance from the appropriate manager.

If such a stopover is made, the company, assumes no responsibility or liability of any kind for any employee actions or activities during or occasioned by the stopover.

Airline tickets are considered legal tender and care should be taken not to lose or destroy them.

Employees will be required to submit all company paid airfare receipts incurred while traveling. Used airline tickets should be attached to your expense report.

### 3. Car Rental

All travelers should follow the listed guidelines:

<u>Number of Travelers</u>	<u>Class of Car</u>
1-2	Compact
3	Intermediate
4	Full Size or Wagon

Insurance should not be purchased from the rental agency and will not be reimbursed. All drivers must hold a valid driver's license, or a car may not be rented.

Car rentals are generally the most expensive mode of transportation and should only be used when the nature of the trip or the locations of the customer being visited is such that the use of local transportation (i.e. taxis or limousines) is not practical or would be more expensive.

#### 4. Personal Auto

An automobile personally owned by an employee and authorized for business use will be compensated when driven for such purpose and will be reimbursed at the Federal mileage rate. Mileage should be fully documented as to date, starting location, ending location, persons visited, the business purpose, and the business miles. A map will be attached to support the distance traveled. Employees shall maintain automobile liability coverage equal to or greater than the limits recommended by your insurance agent. Employee shall provide a copy of the declarations page of your automobile insurance policy each time the policy renews. Employee shall refer to the Employee Policy & Procedures Manual Section 5.2.

#### 5. Local Transportation (Uber, Lyft, taxi, etc.)

Local transportation should be used when other reasonable and less expensive forms of transportation are not readily available. In traveling away from home, overnight living accommodations should to the extent practicable be selected to eliminate or minimize the need to use taxis or other local transportation.

When taxis are used, they should be shared to the maximum extent possible by employees traveling together on company business. A receipt for the fare charged must be obtained by the driver.

#### 6. Hotels

At the time the hotel reservations are made the best available rate with reasonable quality accommodations, at the most convenient location, will be obtained. Upon arrival, the traveler should verify that the rate that is shown on the itinerary is the rate they receive.

Routine lodging allowance is \$220.00 per night.

Hotel fees exceeding the allowance requires prior approval from the CEO or COO. Exceptions may be made to accommodate stays for conferences. This requires pre-approval from CEO or COO.

#### 7. Meals

The employee should normally select restaurants which are reasonably priced for the locality and which are consistent with normal living standards. Detailed receipts must be attached for all meals purchase while on business.

Business related meals with other employees must be described as follows: date, amount, place, and explanation of nature of business. A list of names of those attending must be included. A receipt is required for all business meal expenses regardless of the amount. Business conferences over meals may be reimbursed with proper approval.

Breakfast allowance is \$15.00. Lunch allowance is \$25. Dinner allowance is \$33.00. Alcoholic beverages are not included in the allowances. Gratuity should not exceed 20 percent of the meal.

If a meal is included in a conference schedule, it is part of the registration fee, therefore, it is not an allowable expense.

Meal expenses exceeding the allowance requires prior approval from the CEO or COO.

#### 8. Parking and Related Expenses

Parking fees should not exceed \$20.00 per day with a receipt. Tips for valet parking are not to exceed \$5.00 per day.

Hotel self-parking must be used when available. If valet parking at hotel is require and exceeds limit, approved may be obtained from CEO or COO.

#### 9. Cash Advances

Upon request, frequent The Coordinating & Development Corporation business travelers will be given an advance to provide funds for authorized future company expenses. Advances will only be given to employees traveling on company business.

A cash advance of up to U.S. \$100.00 per day of travel on company business may be requested by completing a Travel Authorization Form.

All requests for travel advance must be approved and submitted to the Accounts Payable Department at least seven (7) business days prior to the traveler's departure.

Upon completion of travel, the Travel Reimbursement Form should be completed to reconcile the actual expenses with the Cash Advance. Any excess of advanced funds over expenses must be remitted promptly with the expense report. Delinquent notices will be sent on advances that have not cleared within thirty (30) days from issue date. You may not request any further advance if you currently have an advance outstanding that has not been resolved. Any funds deemed due and not returned will be withheld from the employee's next paycheck to the extent allowable.

#### 10. Miscellaneous

The payment of tips and gratuities should be limited to those situations and services where such payments are normal practice. The amount of percentage of any gratuity paid should not exceed that which is reasonable and customary for the particular type of category of personal service. The range of 15-20% is considered applicable to most forms of personal service, including restaurant service.

The following are **not** reimbursable:

- Annual credit card fees
- In-room or in-flight movies
- Personal reading materials
- Airline, hotel, and car rental club memberships
- Restaurant club memberships
- Travel cost for anyone other than employee, or business relationships.

## 11. Receipts (Proof of Payment)

The company request that detailed receipts for all expenditures be submitted. The Coordinating & Development Corporation will not reimburse expenditure without a receipt, unless approved by the CEO or COO.

## 12. Approval

All Expense Reports must be approved by the employee's manager in accordance with the supervisor/manager's expenditure authorization (see Section 4). Expense reports must be submitted to the Accounts Payable Department within thirty (30) days of first expenditure incurred or reimbursement can be delayed while current reports are processed.

## 13. Expense Report

IRS regulations require that traveling personnel maintain an adequate record for each trip and post all pertinent information in support of each expenditure (who, what, why, when, and how much). Expense Reports are due no later than thirty (30) days of first expenditure incurred.

Travel expenses incurred in the process of completing The Coordinating & Development Corporation business objectives should be supported by receipts for all expenditures and documentation detailing dates and name of establishment, names and number of people involved, business relationship of all involved, business purpose, and amount of each separate expenditure. All names should be listed including those of other The Coordinating & Development Corporation employees. The date, nature of the business, and participants in the related discussion preceding or following the occurrence of the expense must be shown. When applicable, an agenda form meeting(s) attended should be provided.

### **Business Expenses**

#### 1. Employee's Responsibilities

- a. Use good judgment when incurring business expenses. Consider less expensive alternatives to a trip such as conference call.
- b. Submit expense claims (expense reports) within seven (7) days for trips requiring air and or overnight travel. Expense reports may be submitted every two (2) weeks if on an extended business trip. Advanced purchases of airline tickets may be expensed in advance if the charge card bill is received before the trip.
- c. Obtain appropriate approval signatures including exception approvals when required.
- d. Provide accurate actual expense details on the appropriate form for reimbursement. Adequate documentation includes daily recording of actual expenses by categories in US dollars. All required fields must be completed and supported with original receipts.
- e. Adhere to meal guidelines.
- f. When possible schedule travel 14-21 days in advance.

- g. Obtain pre-approval for travel on a Travel Authorization Form. See attached form.
- h. Repay company amounts due promptly.
- i. Please be sure that your expense reports are properly approved by your supervisor.
- j. Exception approval is required if employee business expense is not clearly in accordance with policy. Any of these conditions require exception approval:
  - a. Unusual expense.
  - b. Expense could possibly appear to be inappropriate.
  - c. Expense exceeds guidelines.
  - d. Expense reports not submitted in a timely manner.
  - e. Photocopy/inadequate/missing receipts.
- k. Exception approval consists of signature normally required plus the signature of the Senior Manager or his/her designee.
- l. Approving manager may not be a direct or indirect beneficiary of the expense being approved. For example, an expense report for business meetings must be approved by the next highest level of management not in attendance.
- m. Receipts are required for reimbursements of all authorized business expenses. The receipt must identify the name of establishment, date, actual amount incurred, description, and receipt of payment. Items considered non-receptacle such as housekeeping/porter tips and some highway tolls can be reimbursed without a receipt without approval. Photocopies and missing receipts require exception approval.
- n. Employees are required to obtain approval from their respective managers before submitting expenses for reimbursement.
- o. Provide copies of meeting agenda and any other available information containing the content, time and place of the meeting.

## 2. Corporate Charge Card and Advances

- a. Corporate charge card will be issued to frequent travelers who anticipate incurring two (2) business-related expenses a year. The corporate card must be used for business travel related expenses (business, meetings, air, auto, hotel, meals etc.).
- b. To minimize the need for business advances, employees are expected to use corporate charge cards for travel to pay for travel expenses.
- c. Travel advances are also available to assist employees in paying out-of-pocket business expense.
- d. All receipts must be obtained and submitted following this policy guidelines.

3. Approver's Responsibilities

- a. Ensure all expenses are reasonable, in support of business goals, and in accordance with company policy.
- b. Deny expenditures for which no direct or indirect benefit (e.g. in attendance at the meeting) was received.
- c. Cost effective management of business expenses.

4. Finance Department's Responsibilities

- a. Return all expense reports requiring additional substantiation.
- b. Review expense reports for appropriate cost center codes, approving manager's signature and calculation accuracy.
- c. All reimbursement request received before the 7th of each month will be paid on the last paycheck of every month. Any request received after the 7th of the month will be processed in the following month.

**This policy shall remain in effect until revised or canceled by the Seventh Planning District Consortium Workforce Development Board.**

**The Seventh Planning District Consortium Workforce Development Board (LWDB 70) has adopted The Coordinating & Development Corporation Travel Policy for LWDA 70 policy on this 4 Day of December 2020.**

**The Seventh Planning District Consortium Workforce Development Board**

  
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Title: Matt Wheeler, Chairperson

12/4/2020  
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Date