

# **TRAVEL AND EXPENSE POLICY**

## **Governor's Highway Safety Program**



Issued by: Scott Davidson  
Effective Date: April 28, 2016  
Issue Date: April 28, 2016

# Contents

INTRODUCTION.....	3
GENERAL PROVISIONS.....	5
ROLES and RESPONSIBILITIES.....	12
<b>2) Expense Delegate Responsibility (SOV Employees Only) .....</b>	<b>13</b>
<b>3) Supervisor Responsibility (SOV Employees Only).....</b>	<b>13</b>
<b>4) Expense Coordinator Responsibility (SOV Employees Only).....</b>	<b>13</b>
SELECT EXPENSE ITEMS .....	14
a. Mode and Route of Travel .....	14
b. Commercial Air Transportation .....	14
c. Bus and Rail Travel .....	15
d. State-Owned or Privately-Owned Vehicles .....	15
e. Rental Vehicles .....	17
f. Public Ground Transportation.....	18
<b>2) Lodging .....</b>	<b>18</b>
1. General .....	18
2. Cost Principles .....	18
3. In-State Lodging .....	19
<b>3) Meals.....</b>	<b>20</b>
a. Meals Over Maximum Reimbursement Rates .....	20
b. Meal Receipts.....	20
<b>4) Registration Fees.....</b>	<b>20</b>
<b>5) Miscellaneous Travel Expenses .....</b>	<b>21</b>
<b>Appendix 1.....</b>	<b>27</b>
<b>Appendix 2.....</b>	<b>28</b>
<b>Appendix 3.....</b>	<b>29</b>
<b>Appendix 4.....</b>	<b>30</b>

# INTRODUCTION

---

## 1) Policy Statement

The Governor's Highway Safety Program (GHSP) intends to ensure fair and equitable reimbursement of employee, municipal partners, outside agency trainers, participants and those associated with the GHSP for travel and expenses while promoting economy and efficiency in State government and compliance with applicable laws, collective bargaining agreements and regulations. The GHSP receives Federal funds from the Executive Branch Agency Department of Transportation called the National Highway Traffic Safety Administration (NHTSA). All travel and expenses for the GHSP must have been properly authorized, actually incurred, necessary to achieving the goals or fulfilling the responsibility of the program, appropriately documented, approved by an appropriate person, and conducted in an economical and prudent manner. Costs for travel-related expenses charged to the Federal award must justify that participation of the individuals is necessary to the Federal award and costs are reasonable and consistent with non-Federal entity's established travel policy Reference 2 CFR § 200.474.

## 2) Objectives

- Ensure all partners and employees travel and expenses incurred while conducting business for the GHSP are necessary, appropriate, and add value to the program;
- Effective and efficient management of program all partner and employee travel and expenses;
- Control costs;
- Compliance with applicable laws and regulations; and
- Prevent fraud, waste and abuse. **Overview**

The purpose of this document is to provide stake holders, partners and employees with specific guidelines regarding travel and expenses incurred by those when conducting official State business.

The authority to assign activities that result in travel and expense claims for the GHSP resides with each department head and it is the responsibility of managers and supervisors within the reimbursing department to ensure only those expenses consistent with this policy are authorized, approved, paid or reimbursed.

Employees and Affiliates may not adopt mileage or meal reimbursement rates that are different than the established rates. The Commissioner of the Department of Finance and Management from the State of Vermont has responsibility for the interpretation and application of this policy. The Secretary of Administration has the final decision in any dispute or question arising from travel or expense reimbursement at State expense. The Secretary of Administration may authorize in advance deviations, still necessarily consistent with negotiated agreements and statutes, from these regulations when such action is deemed in the best interest of the State. If inconsistencies arise, IRS regulations, Vermont statutes and/or collective bargaining agreements shall all prevail over this policy.

### 3) Applicability

This policy applies to all partners, classified, exempt, appointed, elected and temporary employees working with or seeking reimbursement from the GHSP. More specifically, this policy is for:

- Those individuals who incur travel and expenses in the conduct of official State business directly related to the GHSP;
- Supervisors, managers and administrators responsible for authorizing and/or approving the official State business travel and expense payments of other individuals and/or employees;
- Individuals or Employees who make official State business travel arrangements and/or prepare travel authorizations, cash advances or expense reports on behalf of other employees.

This policy applies to all employee or individuals working on behalf of the GHSP and performing related travel and expenses whether reimbursed to the individual, employee, direct paid to a vendor, charged to the State purchasing card (P-Card) or paid/reimbursed by a third-party.

### 4) Travel Authorization

The purpose of a travel authorization is to provide **prior approval** for an employee or affiliate of GHSP to travel at GHSP expense. Travel authorizations must be executed prior to departure and are used to identify the dates and locations of travel, the business purpose of the trip, estimated expenses and financial information for budgetary purposes. Employees and affiliates required to travel overnight for their job must receive prior authorization from the proper official before the trip (2 CFR § 200.474).

### 5) Definitions

**Affiliate** – Any non-employee working for or with the Governor Highway Safety Program

**Appropriate Person** – An individual who has the job duty, responsibility or authority to perform the specified action; there may be more than one appropriate person.

**Bulletin 3.4:** Employee Travel & Expense Policy

**Cash Advance** – Authorized payment to an employee or individual for estimated travel expenses that will be incurred for a scheduled, future trip with an approved travel authorization.

**Department** – Agency, department, office, board, commission or other administrative unit or stake holder working with the GHSP.

**Department Head** – Elected officials, agency secretaries, department commissioners or heads of branches, divisions, boards and commissions not reporting to an agency secretary or department commissioner.

**Employee** – Any elected, appointed, classified or non-classified employee of Vermont State government.

**Expense Delegate** – Employee authorized to enter (but not 'submit') travel authorizations, cash advances and expense reports in the VISION Expenses module on behalf of another employee.

**Expense Report** –Submitted document used to record and request reimbursement for travel and expenses incurred while on official business for GHSP.

**GHSP**- Governors Highway Safety Program

**Individual:** any person acting on behalf of the GHSP

**National Highway Traffic Safety Administration (NHTSA)** - The National Highway Traffic Safety Administration (NHTSA, pronounced "NITS-uh") is an agency of the Executive Branch of the U.S. government, part of the Department of **Transportation**. It describes its **mission** as "Save lives, prevent injuries, reduce vehicle-related crashes." <http://www.nhtsa.gov/>

**Reasonable Expense** – Prudent effort to make the most economical use of State or Federal resources by considering cost, time and a reasonable level of security and convenience for the individual.

**Receipts** – Detailed and itemized bills or invoices, proofs of payment and other documentation to substantiate the validity of the claim and reimbursement amount.

**Reimbursement** – Payment of appropriated State or Federal funds (regardless of funding source) by a department to an individual for authorized and approved travel and expense claims submitted by the individual.

**Travel Authorization** – Formal process used to secure approval, prior to departure, for all out of state travel requiring an overnight stay.

**Travel and Expense (T&E)** – Travel expenses and other business expenses incurred by individuals in the conduct of official business for the GHSP.

## GENERAL PROVISIONS

---

### 1) IRS Requirements

The State of Vermont must comply with the Internal Revenue Service (IRS) Accountable Plan rules; very generally, IRS rules require:

- There must be a business reason for the expense and the expense must be reasonable and necessary.
- The individual must substantiate and report the expense within a reasonable period of time.
- The employee must return any amount advanced in excess of the substantiated expenses within a reasonable period of time.

Any travel and/or expense claim that fails to meet IRS Accountable Plan rules must be treated as income and reported as taxable income to taxes.

## 2) Reimbursable Expenses

The GHSP reimburses individuals and affiliates for actual, reasonable and necessary travel and expenses incurred in the conduct of official State business for GHSP, subject to any limits set forth in statute, collective bargaining agreements or this policy.

Individuals seeking reimbursement for expense reports are public records subject to public review on request. Economy, prudence and necessity are of primary concern when planning and paying for travel and expenses.

Beyond assuming a reasonable level of safety and convenience for the employee and affiliates, every effort should be made to keep travel and expenses to a minimum; the use of State funds for purchases that are inherently personal in nature or to accommodate personal comfort and taste is not permitted.

This does not restrict or prohibit the lawful and necessary travel expenses Bulletin 3.4: Employee Travel & Expense Policy of qualified employees for “reasonable accommodations” pursuant to the Americans with Disabilities Act (ADA).

Purchases should always be made using standard State purchasing procedures and payment methods (e.g., P-Card, direct vendor payments, statewide contracts & purchase orders, blanket delegations of authority (BDA)).

Individuals and Agencies are expected to take responsible steps to minimize the need for travel and reduce travel expenses whenever possible. Payment to an employee for any type of wages, compensation, cash or cash equivalent bonuses, services rendered, etc. are not expense reimbursements and must not be processed in the same matter as ordinary travel expenses.

The reimbursement of travel and expenses for SOV employees must be processed through the VISION Expenses module. The reimbursement of travel and expenses for non-state employees such as board members, contractors, volunteers, job applicants (that are not Vermont State employees), etc. must be processed through the VISION Accounts Payable module using the appropriate reimbursement forms identified in this policy.

## 3) Expenses

The following is NHTSA guidance as interpreted from the Uniform Guide 2 CFR §200.474 on unallowable training costs that may not be charged to NHTSA funds. This is not an all-inclusive list, but does list those most notable travel costs that are unallowable.

- Training of employees of Federal civilian and Federal military agencies.
- An individual’s salary while pursuing training (except when the individual’s salary is already supported with highway safety funds under an approved project).
- Overtime for police officers attending drug recognition expert training.
- Costs of **entertainment**, including amusement and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).
- Alcoholic Beverages for personal consumption.

## 4) Reimbursement Process Overview

Those seeking reimbursements from the GHSP should;

In preparing an Expense Report, GHSP affiliates are required to select a specific business purpose (pre-defined list) that reflects the reason reimbursable expenses were incurred; travel & expenses incurred. After the employee or affiliate has submitted the Expense Report, including all required documentation, it must be reviewed and approved by the GHSP coordinator overseeing that program area. Expense reports that are approved will be budget-checked by the VTrans Business Office. The method of reimbursement will be direct deposit or check for expense reimbursements. All expense reimbursements must be charged against an appropriation of the Funding source for GHSP. The reimbursement will be sent to the individual or the agency noted in the backup documentation that incurred the costs. A signed W-9 may be needed to set up a new vendor.

GHSP must maintain adequate internal controls over the reimbursement process to ensure travel and expense claims are appropriate. These controls shall include but are not limited to ensuring T&E claims meet/have all of the following criteria: • properly authorized in advance (as required) ; • actually incurred, reasonable and necessary; • not been previously reimbursed or paid; • have a valid business purpose; • appropriately documented; • certified (i.e., submitted) by the requesting employee (delegates are not authorized to 'submit' transactions on behalf of another employee); • approved by an appropriate person(s); • charged against a valid and available appropriation from GHSP; and • compliant with this policy, applicable laws and regulations, and Vermont state employees collective bargaining agreements when applicable.

## 5) Timeliness of Claims

To ensure proper and timely accounting of Federal and State funds, all affiliates are expected to submit their Expense Reports within twenty (20) calendar days after completion of the travel event or the incurrence of a business expense, but no less frequently than on a monthly basis. When unable to meet the above timeline, employees should make every effort to submit their claims for expense reimbursement within sixty (60) calendar days of the date on which the expenses were incurred. T&E claims submitted after the 60-day threshold will be deemed late and processed under the following conditions and requirements:

- The employee and affiliates must complete and submit with their expense report an Explanation of Late Filing
- To comply with IRS rules, the claim will be considered taxable income; the IRS has concluded that expenses claimed more than 60 calendar days after the expense was paid or incurred do not meet IRS Accountable Plan criteria for a "reasonable period of time" form.

In very limited situations:

- A 'reasonable exception' may be approved by the Chief of GHSP.

## 6) Reimbursement of Taxes

Follow guideline number 12 listed in Bulletin 3.4 Employee Travel & Expense Policy

## 7) Documentation

The primary responsibility for expense documentation resides with the employee or affiliate requesting reimbursement and the supervisors and administrators who are authorizing and approving these expenses. As employee travel and expenses are subject to audit by federal agencies, internal and external auditors, and others, thorough documentation (i.e., who, what, when, where, why and how much) and accounting is required.

- All employees or affiliates requesting reimbursement of travel and expenses are required to provide original, itemized receipts and proofs of payment to substantiate their expenses. • Credit card statements alone are not sufficient documentation due to lack of itemization.
- Documentation must include all required travel authorizations and pre-authorizations for non-travel business expenses.
- For airfare, travel itineraries alone do not constitute proof of payment.
- Hotel bills must be detailed with charges itemized and indicate proof of payment.
- Electronic receipts for purchases made via websites are acceptable provided they identify the vendor, buyer, date of purchase, item(s) purchased and amount paid, along with proof of payment indication.
- Any unallowable expense items included on bills/receipts must be deducted and not submitted for reimbursement.
- If attending a conference include the conference brochure, agenda, etc. to substantiate the direct relevance to highway safety training.
- It is not appropriate to round-off amounts or to estimate expenses when requesting reimbursement.
- In the limited instances where receipts are not required, employees must still report only the actual amounts paid and itemize these expenses:
- Expense items not requiring receipts include nominal amounts for tolls, parking meters, meals, subway, shuttles, tips, etc.
- If a receipt is lost, misplaced or damaged beyond legibility, the employee is responsible for contacting the vendor and requesting a copy of the receipt.
- If unable to obtain a replacement receipt, the employee must complete and submit a Missing Receipt Declaration form with their expense report; excessive use of this form may result in the employee's department revoking the privilege of using this form and denial of reimbursement for un-documented claims.

## 8) Hosting In-State Conferences

Upon prior written approval from the GHSP you may host an in-state training conference for the dissemination of Highway Safety technical materials. Some conferences costs are allowable. A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs may include rental of facilities, speakers' fees, cost of meals and refreshments, local transportation, and other items incidental to the conference unless further restricted by the terms and conditions of the Federal award. Conference costs must not conflict with State regulations. Reference [2 CFR § 200.432](#).

If you wish to host a conference you should do the following:

- Seek Prior Written Approval from GHSP by providing an agenda that includes the proposed date(s), hours, workshops, speakers and budget for the event. The budget should include information such as meal costs, materials, event location, speaker fees, etc.



- GHSP staff will review the request and give written permission for the conference/training. The GHSP reserves the right to approve all costs with federal funds; give a conditional approval based upon a pro-rated methodology and request that you seek an additional funding source to share costs for the event; deny the request and will provide a rationale for the denial.
- All documentation for the conference should accompany your agency's monthly billing. Documentation includes itemized invoices, purchase orders, agenda, attendance list, etc.
- Costs of training personnel (but not Federal civilian or military employees), for highway safety purposes are allowable when the training supports objectives of the State's highway safety program.
- Development costs of new training curricula and materials are allowable if they do not duplicate materials already developed for similar purposes by U.S. DOT/NHTSA/FHWA or by States. Costs are allowable to modify existing materials to meet particular State and local instructional needs.
- Costs are allowable for portable skid platforms and driving simulators. However, proposed plans for this equipment must be part of an NHTSA-approved training program. If the total cost of the skid platforms and driving simulators exceeds \$5,000, it falls into the major purchases category and requires NHTSA prior approval.

## 9) Record Retention

Departments, employees and affiliates are responsible for retaining all original receipts and supporting documentation, including travel authorizations, for employee or affiliates T&E reimbursements. Departments shall maintain records that are adequately protected, readily retrievable for audit purposes, and for a period of time that ensures compliance with State and federal regulations, or other applicable legal requirements. Employee or affiliates expense reports and supporting documentation should be maintained within an administrative unit(s) of the department and shall not be solely retained by individual employees or supervisors. For administrative ease, it is recommended that the physical location of the records be consistent with how departments manage their accounts payable vouchers and invoices.

For IRS purposes, departments and affiliates are required to retain expense report documentation for three years after the tax filing due date (i.e., April 15th) for the calendar year in which the reimbursement was paid. The three-year retention period is a minimum requirement and does not supersede other State or federal regulations with longer retention requirements that a department may be required to follow. Records that are part of an on-going or pending audit or litigation must be retained (after the prescribed retention period) until the final resolution of those proceedings. For additional information and General Record Schedules (<http://vermont-archives.org/records/schedules/general/>), departments are advised to consult with the VT State Archives and Records Administration Division within the Office of the VT Secretary of State.

## 10) Records Available for Audit

GHSP reserves the right to conduct audits (pre-payment or post-payment) of employee and affiliate T&E reimbursements. Departments and affiliates shall make these records available for inspection or audit to F&M staff, State or Federal auditors and other authorized agents. Departments shall take appropriate corrective action for any material findings identified by audits including, if applicable, taking disciplinary action against employees and seeking financial restitution for any paid claims deemed unlawful or unallowable.

## 11) Direct Billing and Payment

SOV Employees should seek to utilize the State Purchasing-Card (P-Card) and direct vendor payments as the preferred payment methods in order to minimize the need for and the amount of expense reimbursements and cash advances. Direct vendor payments are processed through the VISION Accounts Payable module for SOV employees and affiliates. (see your program coordinators for further details)

## 12) Individual Submission of Claims

An employee or affiliate shall not request reimbursement for T&E claims that include expenses incurred on behalf of other State employees (exception allowed for employees sharing a hotel room), family members or other travel companions. Exceptions to the above must be approved by the Chief of GHSP.

## 13) Third-Party Payments/Reimbursements (SOV Employees Only)

To avoid any real or perceived conflict of interest, prior authorization is required for any reimbursement or payment of an employee's expenses by a third-party organization. In no situation should an employee be, or appear to be, subject to influences, interests or relationships which conflict with the best interests of the State of Vermont or the ability of any employee to responsibly perform their duties.

When a third-party organization offers to pay or reimburse an employee's expenses to attend an event (conference, training, meeting, etc.):

- The form "**Authorization of Employee Expenses to be Paid by a Third-Party Organization**" must be completed by the employee, approved by an appropriate manager/supervisor and distributed accordingly.
- For purposes of this form, a third-party organization is defined as any public or private, for profit or non-profit organization or individual. The form is not required when the third-party organization is a State or Federal government entity, but that participation should be disclosed on the employee's travel authorization and expense report (where applicable).
- Direct payment of expenses (e.g., third-party purchases airfare, pays registration fee) by a third-party organization on behalf of an employee is acceptable with the above authorization.
- For expense reimbursement by a third-party organization: the employee must file a State of Vermont expense report to be reimbursed by their department, then reimbursement sought from the third-party, payable to the employee's department (i.e., State of Vermont).
- Employees are not authorized to accept any direct payment or reimbursement from any third-party organization; if reimbursement is issued in the employee's name, the employee must endorse the third-party check and surrender it to their department's business office.
- Travel authorizations are required for all overnight out-of-state/country travel, even when the third-party organization (including federal/state governments) is expected to pay/reimburse the entire cost of travel.
- Department business offices are expected to establish and maintain standards and practices for coordination of third-party billings and reimbursements.
- The payment or reimbursement of expenses by a third-party organization is a funding mechanism; it does not alleviate the employee's responsibility to adhere to the requirements of this policy.

## 14) Gifts from External Parties

Employees and Affiliates are expected to uphold the integrity of the State to the highest degree when conducting official business with outside organizations, vendors, conference sponsors and individuals. Prohibited employee conduct as defined under Dept. of Human Resource's **Policy 5.6: Employee Conduct** includes:

Employees are not permitted to solicit or accept any form of compensation from anyone except their employer for activities which are related to their position, unless it is provided for by law or approved by the employer. Prohibited compensation shall include any gift, reward, loan, gratuity or other valuable consideration, including free meals, provided to employees, their immediate family, or business associate(s). Activities related to the position include papers, talks, demonstrations, or appearances connected with the job. However, this prohibition shall not extend to uncompensated activities or compensation received for activities not related to the employees' jobs which are

In recognition that conference attendees are frequently offered gifts or prizes related to their participation, the following shall represent the State's position:

In accordance with the "approved by employer" clause of the Employee Conduct policy, and at the discretion of the employee's department head, employees may accept conference related items as described below provided that under no circumstances shall the acceptance of any item be construed as having any real or perceived influence on current or future business relationships between the State of Vermont and the sponsor. Prudent business judgment must prevail so as to not compromise business transactions; if at all questionable, employees must refrain and decline any such items.

- a. Door prizes, raffles, etc. provided all attendees have equal access and opportunity.
- b. Gifts of merchandise such as mugs, water bottles, pens, clothing, etc. that is of nominal value (e.g. less than \$25) and equally available to all attendees.
- c. In limited instances, promotional materials that further the goals and objectives of the State.

In all cases the employee is solely responsible for IRS reporting and taxes related to personally received gifts and prizes.

Under no circumstances shall an employee ever personally accept cash (or cash equivalents) from an outside organization, sponsor, vendor, etc. Any offer of cash payments to incent attendance at a conference or to subsidize the cost of attendance (e.g. "scholarship") must, if approved by an appropriate department manager, be paid directly to the employee's department to offset the cost of the employee's attendance.

[Also refer to the "Third-Party Payments/Reimbursements" section of this policy.]

## 15) Traveler Rewards and Promotions

Travel awards and benefits such as frequent flyer miles and hotel reward points received by employees as a result of authorized State travel will become the property of the employee and will not be claimed by the State. However, any reimbursement request submitted by employees must reflect the actual cost paid or incurred, net of any discounts, rebates, etc. that were applied against the expense being claimed for reimbursement.

## 16) Entertainment Costs

Entertainment costs, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific cost that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency. Reference 2 CFR § 200.438

# ROLES and RESPONSIBILITIES

---

The primary responsibility for compliance with this policy rests with the employees and affiliates requesting reimbursement of travel and expenses and the department heads, supervisors and other administrators who are reviewing, authorizing and approving these expenses.

## 1) Those Working with GHSP

Those working with GHSP requesting prior authorization to incur travel or expenses at State expense, and/or seeking reimbursement for expenses paid or incurred. Responsibilities include:

- Be knowledgeable of this policy and other regulations regarding employee travel and expenses;
- Ensure all travel and expenses (T&E) have a valid business purpose;
- Ensure all T&E are a prudent, necessary and reasonable use of State funds;
- Obtain all required approvals and authorizations prior to travel or incurring expenses per 2 CFR 200.474;
- Obtain and include with the Expense Report all supporting documentation, including receipts, to substantiate the expense;
- Complete all required information on the Expense Report, including explanation of any unusual circumstances or exceptions;
- Ensure all expenses are properly recorded under an appropriate expense type and taxability indicator (i.e., non-taxable/taxable) on the Expense Report;
- In preparing the Expense Report, ensure that all applicable Travel Authorizations and Cash Advances are applied to the Expense Report;
- Submit the Expense Report in a timely manner, preferably within 20 days after when the expense was paid or incurred; acknowledge that expenses submitted more than 60 days after the expense was paid or incurred are taxable income to the employee;
- Acknowledge that in submitting an Expense Report, the employee / affiliate are certifying under the penalties of perjury that the expenses were reasonable and necessary to the performance of official State duties, actual amounts personally paid or incurred by the employee / affiliate, have not been previously paid or reimbursed (*except as stated therein*) and, to the best of the employee / affiliate's knowledge, correct and eligible for reimbursement under this policy;
- Provide with their Expense Report repayment of any travel cash advance that is in excess of actual expense amounts reported on the Expense Report;
- Promptly report any accidents or other incidents that occurred while in a travel status and may result in a claim to/against the State;
- Promptly report any expense reimbursement paid in error, including refunding any amounts the employee / affiliate is not entitled to;
- Be aware that any attempt to fraudulently obtain reimbursement for an expense directly paid by the State, charged to the P-Card, or reimbursed by another entity (unless so disclosed) may be considered an illegal act and subject the employee to potential legal action, and/or disciplinary action, up to and including termination of employment;
- *For employees with an assigned Expense Delegate:* It is solely the employee's responsibility to 'submit' (for approval) all transactions entered in the VISION Expenses module by the delegate. Prior to submission, review for accuracy and completeness, and take corrective action as necessary for any Expense Report, Travel Authorization or Cash Advance entered by the delegate on the employee's behalf;

- Understand that if an Expense Delegate is assigned for data entry purposes, the delegate is authorized to act on the employee's behalf but does not release the employee from the responsibility to act ethically and in accordance with this policy.

## 2) Expense Delegate Responsibility (SOV Employees Only)

The **expense delegate** is a department employee assigned responsibility to enter information in the VISION Expenses module on behalf of other employees. Responsibilities include:

- Be knowledgeable of this policy and other regulations regarding employee travel and expenses;
- Timely submission in the Expenses module of all information provided by the employee to the delegate; be cognizant of the tax consequences for Expense Reports not submitted within 60 days of when the expense was paid or incurred;
- Only enter, to the best of the delegate's knowledge, expenses that are correct, adequately documented and eligible for reimbursement under this policy;
- Verify the employee has provided all required supporting documentation, including receipts and travel authorizations;
- Contact the employee to resolve missing, incomplete or illegible information, potentially unallowable expenses, or any other discrepancy before taking the action to omit an expense item from the employee's Expense Report;
- Require the employee to review and 'submit' for approval in the Expense module all Expense Reports, Travel Authorizations or Cash Advances entered by the delegate; delegates are not authorized to 'submit' transactions on behalf of another employee;
- Act in an ethical manner and in accordance with current policy and rules regarding any personal information about the employee that can be seen while acting as an expense delegate.

## 3) Supervisor Responsibility (SOV Employees Only)

The **supervisor** is a department\* employee with knowledge of the assigned employees' day-to-day activities and work responsibilities, and the authority to pre-authorize expenditures for assigned employees.

Responsibilities include:

- Be knowledgeable of this policy and other regulations regarding employee travel and expenses;
- Be familiar with the business need for employees under their supervision to incur travel and expenses;
- In a timely manner, review and approve, as warranted, Travel Authorizations and Expense Reports for employees under their supervision;
- To the greatest extent practical, require employees to obtain prior authorization for any expense that the employee expects to be reimbursed for;
- Minimize the need for employee reimbursements by instructing employees to use standard purchasing processes such as direct vendor payments or the P-Card.

\* **Note:** The Office of the Secretary of Administration will review and approve, as warranted, Travel Authorizations and Expense Reports for agency secretaries and independent department heads (except elected statewide officials).

## 4) Expense Coordinator Responsibility (SOV Employees Only)

The **expense coordinator** (i.e. **pre-pay auditor**) is a role within a department typically performed by an employee(s) within an administrative unit or business office environment. Responsibilities include:

- Be knowledgeable of this policy and other regulations regarding employee travel and expenses;
- Review and approve, as warranted, Travel Authorizations, Cash Advances and Expense Reports for completeness, supporting documentation, accuracy, reasonableness and compliance with this policy;
- Ensure all Cash Advance requests have an approved Travel Authorization;
- In reviewing Expense Reports, verify whether the employee has any outstanding Travel Authorizations or Cash Advances that should be applied;
- Verify the accuracy of all VISION chart field coding;
- Verify that any exceptions or unusual circumstances have been satisfactorily explained and approved as necessary;
- Ensure taxable expense items have been properly classified on the Expense Report, including all expenses submitted more than 60 days after the expense was paid or incurred;
- Maintain auditable records of employee travel and expense reimbursements;
- Monitor, manage and reconcile all outstanding Cash Advances and Travel Authorizations;
- Identify training opportunities based on recurring errors, exceptions or frequently asked questions;
- Be a resource to employees on policy clarification and guidance, departmental procedures and use of the VISION Expenses module;

**Note:** The above responsibilities do not relieve the employee or supervisor from their responsibilities under this policy.

## SELECT EXPENSE ITEMS

---

As it is not possible to anticipate all of the circumstances and types of expenses that employees may encounter in conducting State business, it is expected that employees or affiliate and supervisors will adhere to the **intent** of the policy by ensuring only actually incurred, reasonable and necessary expenses, with a valid business purpose, are submitted for reimbursement. Assuming a reasonable level of safety and convenience for the employee or affiliate, every effort should be made to keep travel and expenses to a minimum.

### 1) Transportation

#### **a. Mode and Route of Travel**

The efficient conduct of State business, cost, and a reasonable level of security and convenience for the employee or affiliate are primary considerations in determining the most economical and practical mode and route of travel. Reimbursable expenses include the cost of all necessary transportation while on official business including motor vehicles, airplanes, trains, buses, taxis and other usual means of conveyance.

Departments shall not reimburse employees or affiliate for additional expenses that are incurred due to travel routing that is for the sole convenience of the employee or affiliate, including indirect travel routes, stopovers or leaving earlier/returning later than necessary, unless the employee sufficiently documents that the cost of the entire trip (including transportation, lodging, meals, incidentals, etc.) is no more than the costs would have been without the personal convenience. Calculations that justify the cost effectiveness of any personal convenience must be included with the employee's expense report documentation.

#### **b. Commercial Air Transportation**

Employees or affiliate should utilize commercial air transportation when it is more cost effective and efficient to travel by air than by vehicle or other modes of travel.

Airfare may be purchased using the P-Card, reimbursed to the employee or direct payment through invoicing by a travel agency; the P-Card is the preferred method of payment.

Departments and employees or affiliate are responsible for ensuring airfare is purchased competitively by comparing and documenting available rates at common airline carriers, internet-based travel websites and/or travel agencies. Fees charged by travel agencies for issuing tickets are considered part of the cost of airfare.

Subject to the needs of the department and a reasonable level of convenience for the employee or affiliate, selection of airfare is restricted to the lowest available coach, economy or discount airfare; a *reasonable level of convenience* does not preclude selection of indirect flights and flights with modest layovers that result in significant dollar savings.

Business class, first class and other premium airfare or fees charged by airlines for preferred seating are not allowable expenses.

An employee's or affiliate participation in a frequent flyer program must not influence airline or flight selection to the extent that it results in incremental costs to the State beyond the lowest available airfare.

Additional travel costs incurred by employees or affiliate as the result of overbooked, changed, delayed or cancelled flights, which are no fault of the employee or affiliate, are reimbursable expenses subject to the requirements and limitations of this policy. When an airline offers passengers vouchers for meals, lodging, seat upgrades, etc. as compensation for the travel interruption, the employee is authorized to accept said compensation provided there is no additional cost or duplicate claim to the State.

Generally, airfare should not be reimbursed until after completion of the trip. However, at the department's discretion, an employee may be reimbursed for airfare in advance of the trip when the department determines that it can save money by the employee taking advantage of advance bookings, fare sales, etc. Departments are responsible for having controls in place to monitor whether the ticket was used as intended.

### **C. Bus and Rail Travel**

The actual cost of bus and rail transportation is an allowable expense provided it is more cost effective and efficient than travel by air or vehicle. Travel times and the business needs of the department are relevant factors in determining the most economical and appropriate mode of travel. Employees or affiliate authorized to travel by bus or rail are expected to obtain the lowest available fare.

### **d. State-Owned or Privately-Owned Vehicles**

Official travel by vehicle is to be accomplished in the most cost effective method, primarily through the use of State-owned vehicles, including fleet vehicles, whenever available. State-owned vehicles are for official business use only and shall not be operated for personal use or commuting, unless the commuting is authorized in accordance with Agency of Administration Bulletin 2.3: State Vehicles (re: "Employee Commuting with State Owned Vehicles"). Departments must report to the VTHR Payroll Division any employees who are commuting with a State-owned vehicle and do not qualify under the exemptions specified in the bulletin (re: "IRS Regulation for Commuting Use"), in order to determine whether a taxable fringe benefit needs to be recorded for the employee and reported to the IRS. Only properly licensed State employees are authorized to operate State-owned vehicles and all passengers must be on official State business. Employees are encouraged to carpool whenever possible to reduce expenses and conserve energy.



All employees and departments are required to comply with the policies and rules prescribed by the Department of Buildings & General Services' Fleet Management Services (FMS). FMS provides guidance and tools to help determine the most cost-effective method of vehicle travel (e.g., fleet vehicle, rental vehicle, or mileage reimbursement). Contact Fleet Management Services for additional information.

**Travel by Privately-Owned Vehicle (POV)** - For business travel, employees must consider the following options and costs before claiming mileage reimbursement for use of a privately-owned vehicle:

- The necessity of the travel – are alternatives such as phone or video conferencing viable?
- Availability of a department vehicle;
- Availability of a fleet vehicle;
- Availability of a rental vehicle from a State contract vendor;
- Carpooling – are other employees traveling to the same destination?

Situations when travel by POV for official duties is allowable and eligible for mileage reimbursement at the Full GSA Rate (see *POV Mileage Reimbursement* section below) include:

- Round-trip travel is less than 80 miles and a department owned/leased vehicle is not reasonably available.
- Employee has a documented medical condition that cannot be reasonably accommodated by use of a State vehicle.
- Travel to an airport, train or bus terminal for authorized out-of-state travel where use of a State vehicle would result in the vehicle remaining idle and unavailable at the terminal site for multiple days.
- Call-in commuting mileage that is eligible for mileage reimbursement per collective bargaining agreements (*provided the employee does not have an assigned State vehicle*).

**POV Mileage Reimbursement** - Employees / Affiliates are allowed mileage reimbursement for the use of their privately-owned vehicle for authorized business travel in the performance of official duties. Employees / Affiliates are reimbursed at a "rate per mile" established in accordance with collective bargaining agreements. Presently, the reimbursement rates ("full" or "reduced") are established by the U.S. General Services Administration (GSA) and encompasses all expenses (gasoline, maintenance, insurance, supplies, repairs, etc.) associated with operating a privately-owned vehicle. The established rate shall be the same for all vehicle types, except for an enhanced rate for lift-equipped adapted vans.

Employee / Affiliate mileage reimbursement claims for the use of a privately-owned vehicle (POV) in the performance of official duties shall be made in accordance with the following rates and criteria:

- Typically, affiliates are not authorized to operate state vehicles and they should use the POV full GSA mileage reimbursement rate.
- **Full GSA Rate:** Use for mileage reimbursement claims when a POV is the most cost-effective option **or** when a State vehicle (re: Department, FMS Motor Pool or Rental vehicle) is the most cost-effective option but a State vehicle is not reasonably available **or** when the department head has authorized use of a POV for a justifiable business reason (re: "best interest of the State").
- **Reduced GSA Rate:** Use for mileage reimbursement claims when a POV is not the most cost-effective option **and** a State vehicle is reasonably available.
- **Most Cost-Effective Option:** A department owned/leased vehicle must always be considered first as the most cost-effective option. When a department vehicle is unavailable, use of a POV at the Full GSA Rate is justified for round-trip travel of less than 80 miles; otherwise the **FMS Trip Calculator** must be used to determine the most cost-effective option.
  - FMS Trip Calculator - [http://bgs.vermont.gov/business\\_services/fleet/forms](http://bgs.vermont.gov/business_services/fleet/forms)



- **Reasonably Available:** Departments may take into account other logistical factors such as employee time and/or POV use incurred in traveling to the State vehicle pick-up location, geographic location of the State vehicle in relation to the direction of the business travel, departure and/or return times, etc.
- **Substantiation:** It is the responsibility of employees / affiliates working with GHSP to ensure POV mileage reimbursement claims are made at the applicable rate. All claims require a properly completed expense report certifying the mileage was actually and necessarily traveled in the performance of official duties, and for the:
  - Reduced GSA Rate - no further documentation is required.
  - Full GSA Rate - justification that mileage reimbursement was the most cost-effective option *or* that a State vehicle was not reasonably available (e.g., FMS' "**Notice of Regret**") *or* cite a justifiable business reason that was authorized in advance.

Prior to claiming POV mileage reimbursement for official business travel, employees and departments must consider other available travel options in the following order. When the following options are not feasible or cost-effective, employees may claim POV mileage reimbursement at the Full GSA Rate.

1. Is there a department owned/leased vehicle reasonably available for use? If a department vehicle would otherwise be idle, it is usually more economical to use it.
2. Is there a FMS Motor Pool or Rental vehicle location near the employee's home or work station that would be more cost-effective than mileage reimbursement per the FMS Trip Calculator?  
Note: Non-commuting mileage traveled in a POV to pick-up a department, FMS, or rental vehicle is eligible for reimbursement at the Full GSA Rate and should be considered in terms of cost-effectiveness.
3. Do you have an employee whose annual business travel is expected to meet and/or exceed the mileage threshold for justifying an assigned State vehicle? Departments with an employee whose travel meets the mileage criteria should submit a request to FMS to lease a vehicle for that employee's travel. The leased vehicle may be assigned to a single employee or to several employees whose combined business travel meets the mileage threshold.

POV mileage reimbursement claims are not allowed at the Full GSA Rate under the following conditions. An employee that chooses (e.g., *for personal convenience*) to use a POV for official business travel when any of the following conditions exist must claim reimbursement at the Reduced GSA Rate.

- Vehicle is reasonably available.
- FMS Motor Pool vehicle is reasonably available and more cost-effective than mileage reimbursement.
- Rental vehicle (re: State contract) is reasonably available and more cost-effective than mileage reimbursement.
- Employee's annual mileage traveled in the performance of official duties requires an assigned vehicle.

**Travel Routing** - Mileage reimbursement claims must be based on actual mileage necessarily traveled for business purposes using the most direct practical route. Personal mileage traveled while on official business travel is not reimbursable. Employees / Affiliates are encouraged to carpool whenever possible to reduce expenses and conserve energy. When two or more employees/ affiliates are traveling in the same vehicle only the driver/owner shall be entitled to mileage reimbursement.

#### **e. Rental Vehicles**

**Out-of-State:** Employees traveling by common carrier (air/bus/rail) should select the most economical ground transportation available at the destination, depending on the business need for travel and the availability of transportation services. A rental vehicle may be considered if business travel, other than between the common carrier terminal and the meeting/lodging site, is required and public ground transportation is **clearly** not adequate. The justification for use of a rental vehicle must be stated on the Travel Authorization and approved by an appropriate person(s). If a rental vehicle is necessary for business purposes but also used for personal travel, then any additional costs incurred because of personal use shall not be paid or reimbursed.

For rentals originating outside of Vermont with a State contract vendor, employees must contact the Office of Purchasing & Contracting for current contract requirements.

#### **f. Public Ground Transportation**

Employees or affiliate on authorized travel may be reimbursed for reasonable expenditures for public ground transportation to & from air/bus/rail terminals, hotels, meeting places, and business appointments. Employees or affiliate should select the most economical mode of ground transportation that is appropriate based on the circumstances and a reasonable level of security and convenience for the traveler.

- Modes of public ground transportation include bus, shuttle, taxicab, subway, light rail, etc. and may also include a water ferry/taxi where applicable.
- Mileage reimbursement is an allowable option for employee or affiliate travel by personal vehicle between their home or workplace and the departure air/bus/rail terminal.
- Many hotels offer shuttle services at free or reduced rates.
- Public mass transit, where available, is typically less expensive than individual taxicab rates and should be used when possible and reasonable.
- Generally, limousine or sedan car services are not considered a *reasonable* expense, unless there are enough employees traveling together to make the expense more economical than available alternatives.

## **2) Lodging**

### **1. General**

For employees or affiliates on authorized travel requiring an overnight stay, the actual cost of reasonable and necessary lodging is an allowable expense. As the price of lodging can vary significantly by travel destination, employees and departments are responsible for ensuring the reasonableness of all lodging expenses. Lodging expenses (room charge, applicable taxes and internet charges) may be charged to the P-Card (preferred method), direct billed to the department, or reimbursed to the employee. Overnight travel, for both in and out-of-state should be pre-approved by a GHSP staff member in writing and that documentation should be included with your agency's monthly reporting.

### **2. Cost Principles**

- Request a standard room at the government rate, unless greater discounts are available under another rate program or through special discounts offered to conference attendees (*as applicable*).
- When arranging travel, employees / affiliates may reference the U.S. General Services Administration's website (<http://www.gsa.gov/perdiem>) of per diem lodging rates to evaluate the reasonableness of lodging costs for the travel destination. This tool is only to be used as a guide - there is no implicit or stated expectation to incur costs up to the per diem rate, nor, is

- there any prohibition on exceeding the rate; in all cases prudence and economy should prevail.
- For employees or affiliate attending a conference, meeting, seminar, etc. the proximity of the lodging to the event is a valid factor in assessing the reasonableness of the expense.
- When advance payment is necessary to reserve a room, the payment shall be limited to the minimum amount required by the lodging establishment.
- For long-term lodging, the department head may authorize entering into a rental agreement (e.g., apartment) if there are documented cost-savings to the department.
- When employees or affiliate on authorized travel share a room, the names of all employees or affiliate must be provided with the hotel bill. One employee or affiliate may claim reimbursement for the entire cost of the lodging or, if practical, reimbursement may be calculated on a pro-rated share of the total allowable cost. Suites or larger non-standard rooms may be allowable provided there is documented cost savings over the price of multiple standard rooms.
- Proof of payment and an itemized hotel bill that identifies the employee(s) or affiliate, the name and location of the establishment, dates of stay, rates, occupancy and description of each charge is required for reimbursement.
- Expenses such as meals, internet access, phone charges, parking, etc. charged on the hotel room bill must be separated from the lodging expense and claimed (*if allowable*) against the applicable expense type on the employee's expense report so the items can be charged to the correct GHSP EA account. Hotel charges for personal expenses are not allowed and must be deducted from the amount claimed for reimbursement (refer to Unallowable Personal Expenses section).
- Hotel charges resulting from an employee's or affiliate failure to observe check-out time, negligence in not cancelling a guaranteed reservation, or property damages caused by the employee or affiliate will be considered an unnecessary expense and ineligible for reimbursement.
- Employees or affiliate shall not request reimbursement for accommodations, services or amenities provided free of charge by the hotel (e.g., hotel rewards program) or any other third-party.
- Employees or affiliate cannot be reimbursed for staying at the residence of a relative, friend, or personally-owned property.
- Employees or affiliate who extend authorized travel with annual or other leave shall not be reimbursed for lodging expenses incurred during the period of leave.

### **3. In-State Lodging**

Department heads or their designee may authorize in-state lodging under limited circumstances including:

- Subject to the needs of the department and when the cost of lodging and meals is more cost-effective than mileage reimbursement, travel time, etc.
- Departments that sponsor conferences or other functions and require staff to work at the event may authorize overnight lodging for its employees when it is for the convenience of the department.
- When warranted by hazardous travel or health & safety conditions; explanations must be provided with the employee's expense report.
- When an employee or affiliate is required to work significantly beyond their normal work schedule (including travel time) and at a location that is not their official work station that is at least 40 miles from the employee's residence.

## 2) Meals

Employees or affiliate on authorized travel are entitled to reimbursement for meals, as specified in the collective bargaining agreements, for actual costs incurred up to the maximum rates established in the agreements. The maximum meal reimbursement rates are inclusive of all food, non-alcoholic beverages, services, taxes and gratuities. Different rates are established for breakfast, lunch and dinner, in-state and out-of-state. Only meals taken by employees or affiliate on authorized travel when away from their residence and official work station may be eligible for reimbursement (exceptions noted below).

Generally, meals during travel not requiring an overnight stay (e.g., mid-tour meals) are not reimbursable in accordance with collective bargaining agreements.

- Breakfast may be an allowable expense on the departure date for travel requiring an overnight stay, or for travel not requiring an overnight stay, if it is necessary for the employee to begin travel more than 2 hours earlier than the start of their normally scheduled workday.
- Dinner may be an allowable expense on the return date from travel requiring an overnight stay, or for travel not requiring an overnight stay, if the employee is unable to return to their residence or official work station until at least 2 hours later than the end of their normally scheduled workday.
- **Alcohol is never an allowable cost for meal reimbursement. \*\***
- Employees in a travel status are prohibited from charging any individual meals to the P-Card.

### a. Meals Over Maximum Reimbursement Rates

- **Employees / Affiliate GHSP:** shall not approve any meal reimbursement request that exceeds the maximum rates set forth in state bargaining agreements.

### b. Meal Receipts

- Employees or affiliate are not required to submit receipts for meal reimbursement requests all meals reimbursed based on Per diem bases.
- **Alcohol is not a reimbursable expense.**

## 3) Registration Fees

Registration fees required for participation in conferences, meetings, seminars, conventions, trainings, workshops, trade shows, etc. that an employee or affiliate is directed and/or authorized to attend are allowable expenses when supported by adequate documentation. As most registration fees require payment in advance of the event, use of the P-Card or direct payment by the department or affiliate are the preferred payment methods. Prior to incurring any expense for registration fees, departments should ensure that any related employee or affiliate travel has also been authorized.

When a meal(s) is included in the registration fee the employee or affiliate is not eligible for additional meal reimbursement. If the meal cost is separately disclosed from the registration fee, then that amount should be separately recorded on the expense report as a meal expense, not as a registration expense, so it can be charged to the correct expense account.

[Also refer to the “Gifts from External Parties” section of this policy.]

## 4) Miscellaneous Travel Expenses

Following is a list of miscellaneous travel expenses that may be reimbursed to employees or affiliate on authorized GHSP travel. This list is not intended to be all-inclusive, but in all cases expenses must have a valid business purpose and be reasonable, necessary and actually incurred.

- **Baggage Fees** charged by airlines or other common carriers; however, fees for excessive baggage or personal items such as golf clubs, skis, etc. are not reimbursable.
- **Business Expenses** – Miscellaneous expenses such as office supplies or postage incurred while in a travel status for necessary business purposes.
- **Foreign Exchange** - Expenses incurred in a foreign currency will be reimbursed at the foreign exchange rate in effect for that country on the date the expense was incurred; employees must provide documentation. Documented currency conversion fees or foreign transaction fees imposed by credit card companies are reimbursable provided the related expense(s) is also reimbursable.
- **Gasoline** for an authorized rental vehicle or fleet vehicle (e.g., *fleet gas card is inoperable*).
- **Internet Connectivity** in lodging, airplanes or other public places provided it is necessary for business purposes and not for the personal convenience of the employee.
- **Laundry or Dry Cleaning Services** may be allowed only when authorized travel is for longer than 7 consecutive nights, or, in the case of severe and unexpected weather conditions.
- **Parking & Tolls** for parking meters, parking garages, surface lots, and road, bridge or tunnel tolls while on official business.
- **Telephone Charges** billed on hotel bills and documented long-distance calls from personal phones that are business related.
- **Tips/Gratuities** for luggage handlers, hotel housekeepers, valets, taxicab drivers, etc. that are customary for the service provided, not excessive in amount, and provided that the underlying expense or activity is a reimbursable expense. **Note:** The maximum reimbursable amount for meals includes all taxes and gratuities.

## Basic Funding Guidance – Other Provisions (but not limited to)

### Federal Guidance

- 23 U.S. Code Chapter 4 -Highway Safety Act of 1966, As Amended
- OMB Uniform Guide 2 CFR 200  
[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)  
(The Office of Management and Budget circulars that were in effect prior to 12/26/14)  
Circular A-21 (Cost Principles for Educational Institutions) Re-located to 2 CFR part 220  
Circular A-102 (Uniform Administrative Requirements for State and Local Governments)  
Circular A-110 (Uniform Administrative Requirements for Educational Institutions, Hospitals and Other Non-Profit Organizations {NGO/PVO}) Re-located to 2 CFR part 215  
Circular A-122 (Cost Principles for Non-Profit Organizations) Re-located to 2 CFR part 230  
Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations)
- 23 CFR Part 1201 MAP-21 Uniform Procedures for State Highway Safety Programs/DOT Cost Principles  
<http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&r=PART&n=pt2.1.1201>
- 23 CFR Part 1200 NHTSA Uniform Procedures for State Highway Safety Programs  
[http://www.nhtsa.gov/nhtsa/whatsup/tea21/GrantMan/HTML/08\\_UnifProcedRg\\_23CFR1200.html](http://www.nhtsa.gov/nhtsa/whatsup/tea21/GrantMan/HTML/08_UnifProcedRg_23CFR1200.html)
- 49 CFR Part 18 Uniform Administrative Requirements for grants and cooperative agreements to state and local governments  
[http://www.nhtsa.gov/nhtsa/whatsup/tea21/GrantMan/HTML/03\\_DOTComRul\\_49CFR18.html](http://www.nhtsa.gov/nhtsa/whatsup/tea21/GrantMan/HTML/03_DOTComRul_49CFR18.html)
- National Highway Traffic Safety Administration Grants Management Resource Guide  
<http://www.nhtsa.gov/About+NHTSA/Highway+Safety+Grant+Programs/Resources+Guide>

### State Guidance

- I. Agency of Administration – Bulletins <http://aoa.vermont.gov/bulletins>

#### SOV Administrative Bulletins Pertaining to this GHSP Travel Policy

- [Bulletin 2.3, State Vehicle Policy - Effective: February 21, 2016](#)
- [Bulletin 3.4, Employee Travel & Expense Policy - Effective: July 1, 2014](#)
- [Bulletin 5, Policy for Grant Issuance and Monitoring - Effective: December 26, 2014](#)
  - [Bulletin 5 Guidance and Procedures](#)

III. **Department of Finance & Management:** The primary purpose of the Department of Finance & Management is to oversee efficient and effective operations related to the State of Vermont's finances.

<http://finance.vermont.gov/home>

IV. **Vermont Agency of Transportation (Vtrans)** <http://vtrans.vermont.gov/>

V. **GHSP Policies and Procedures** <http://ghsp.vermont.gov/>

# Contributors

Scott Davidson- Chief of GHSP

Allison Laflamme

Danielle Record

Tawnya Kennison

Coleen Hale

Rose Lessard

Leonard LeBlanc

Angie Byrne

Pam James

Cathy Hilgendorf

## Program Coordinator Responsibilities

---

- Receives all expenses.
- Reviews and approves expenses. (All approvals of any change of policy approvals need to go through Program Coordinator).
- Answers travel questions for program.
- Ultimately responsible for travel reimbursements.
- Approves program attendance list (Re: Hotels, Air, Procedure participation).

## Program Manager Responsibilities

---

- Makes hotel reservations (Direct billing for all hotels) (see grants manager for details).
- Makes sure event participation list is sent to program coordinator for all people attending event. Make a hotel list for arrival dates and departure dates for individual.

Name	Arrival Date	Departure Date

- Informs all participants that all incidentals are covered by participants.
- Makes sure hotel list of participants is sent to travel agent (Macpherson Travel Bureau at 802-223-2377) for those needing airplane tickets.

Name	Arrival Date	Departure Date

- Booking of flights to be completed by a Travel Agent. Unless previously approved by Program Coordinator.



# Mileage Reimbursement Rates

---

## Rules for Vehicles

State Employees use Fleet Chart to determine if a Fleet car or your personal vehicles is more cost efficient.

Non State employees must follow the mile reimbursement requirements below.

Effective January 1, 2016, the mileage reimbursement rate is \$ .54/per mile if a State-owned or leased vehicle is not reasonably available for use, OR \$ .23/per mile if a State-owned or leased vehicle is reasonably available.

Effective April 17, 2012, the lift equipped adapted van mileage reimbursement rate is &.775/per mile.

For more information on expense reimbursement please consult “Expenses Reimbursement” and “Mileage Reimbursement” in the current Collective Bargaining Agreements, as well as Bulletin 3.4.



### Appendix 3

## Hotel and Lodging

---

- Program Manager creates hotel listing.
- Must be on a Hotel / Lodging List submitted by program manager, of each participant arrival and departure date. (needs to be submitted before event) (After event add room numbers).
- All lodging must be organized by program manager and the list submitted to program coordinator and approved.
- Participants need to be prepared to provide credit card for incidentals during their stay.
- Non participants staying in rooms with participants must be approved by Program Manager.
- No room service, meals, movies, mini bar, or gift shop charges can be charged to the rooms.



---

## Conference Meals

---

	<u>In-State</u>	<u>Out of State</u>
Breakfast.....	\$5.00	\$6.25
Lunch.....	\$6.00	\$7.25
Dinner.....	\$12.85	\$18.50

All participants, trainers, organizers only Per Diem will be used by, no food receipts are necessary. See Conference meals on page

### [Rules for Food at Conferences](#)

- Must be a day long or more.

- Must have a pre- approved agenda.
- Must be at a reasonable cost. (ex. No Lobster)

In- State mid-tour meals are normally not reimbursable, if approved they are at this rate of reimbursement. Please see the current Collective Bargaining Agreements for the restrictions that apply.

## Out of Town Travel Times

Leaving before 9:00 AM- Breakfast per diem included

On road through 12:00 PM- Lunch per diem included

Working past 7:00 PM- Dinner per diem included