

**Travel Policy
For
Wake County Board of Alcoholic Control**

The purpose of this policy is to establish procedures for authorization of travel by Wake County Board of Alcoholic Control employees, Board members and certain non-Board employees for the purposes of conducting Board business, and to establish policy and procedures for payment of the cost of authorized travel. This travel policy is designed to comply with Internal Revenue Service (IRS) regulations so that all reimbursements will be non-taxable payments.

Applicability

All Board employees and Board members are subject to this policy. This policy is effective March 1, 2010 and supersedes all previous travel policies.

General

Employees and Board members will be provided a \$46.00 per diem allowance for meals and incidentals for both in-state and out-of-state overnight travel. The per diem allowance of \$46.00 covers meals and incidental expenses. Incidental expenses are defined in the federal travel regulations as "fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken." Employees and Board members should file for reimbursement when a trip is completed.

The policy of Wake County Board of Alcoholic Control is to reimburse employees and Board members for all reasonable expenses incurred as a result of travel for authorized Board business. All travel is contingent upon the availability of budgeted funds. All out of state overnight travel must be approved in advance by the General Manager.

On rare occasions special events occur requiring that actual expenses be reimbursed for certain employees and Board members. Prior verbal approval is required from the General Manager.

Mileage Reimbursement

The General Manager should be advised of travel plans and give verbal approval of the plans. Failure to notify the General Manager of their travel plans may result in the employee or Board member receiving no reimbursement for travel costs. The General Manager is responsible for ensuring adequate funds are available to reimburse all travel costs and that employees and Board members understand their authority to incur daily mileage or other travel costs.

The Finance Department will accept reimbursement requests as frequently as weekly and at least monthly.

The Board reimburses mileage expenses at the IRS standard mileage rate. The General Manager is allowed to make periodic adjustments for auto mileage rates in accordance with current IRS regulations. The IRS approved rate may change on a calendar year basis and

generally becomes effective January 1 of each year. Parking or traffic tickets and valet parking are not reimbursable. Normal parking charges are reimbursable. Parking receipts or an explanation of why there is no receipt should be attached to the reimbursement request. In order for mileage to be reimbursed, it must be substantiated with enough detail that the mileage claimed can be verified.

To the extent possible, trips should be planned out in advance so that mileage is minimized. Transportation expenses between your home and your regular place of work are personal commuting expenses and not eligible for mileage reimbursement. Travel from your home to an out-of town conference or training session is eligible for mileage reimbursement from your home to the conference site and back home.

Overnight Travel

The Board will pay costs incurred while in overnight travel status for the purpose of conducting Board business authorized by the General Manager. An employee or Board member is considered in overnight travel status as opposed to commuting status when he incurs over 60 miles one way of travel from Raleigh to arrive at his business destination and the travel requires an overnight stay.

Any employee or Board member seeking exception to the overnight travel status rule may request that the General Manager make an exception to the above policy. Exceptions are generally not granted just because the employee or Board member is required to be on site at the business location before or after normal working hours.

Allowable and Unallowable Expenses

Lodging

Hotel/lodging reservations are to be arranged by the traveling employee and Board member, a selected travel agency, or by utilizing accommodations prearranged by conference training sponsors or professional associations.

Lodging expenses will be reimbursed at actual **cost of rooms (including tax)** provided that the employee or Board member will seek reasonably priced lodging. Board travelers sharing a room with a non-Board employee will be reimbursed at the single occupancy rate only.

A detailed hotel receipt is required for reimbursement of lodging expenses.

No reimbursement is authorized for in-room movies, valet charges, in-room bar charges, or other nonessential needs.

Room service charges for food, including tips, and personal phone calls are not allowable. These expenses are considered to be covered by the per diem allowance. Meal expenses, personal phone calls and baggage handling tips are to be paid by the employee or Board member using personal funds. The Board will reimburse the

employee or Board member according to the established per diem allowance limits after an accounting of trip expenses has been authorized by the General Manager

If required, hotel reservations should be guaranteed with the employee's or Board members personal credit card. Travel expenses can be paid for with use of a personal credit card and the employee or Board member can seek reimbursement for allowable costs after he/she returns from the trip. Governmental rates should be sought whenever offered by the hotel.

Meals and Incidental Expenses

The Board will not issue the per diem meal allowance for same day trips.

Employees or Board members will be provided a \$46.00 per diem allowance for meals and incidentals when they are in overnight travel status, for each night the status is incurred.

The per diem allowance of \$46.00 covers meals and incidental expenses. Incidental expenses are defined in the federal travel regulations as "fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site; and the mailing costs associated with filing travel vouchers and payment of employer sponsored charge card billings". Employees or Board members should file for reimbursement when a trip is completed.

For employees or Board members in overnight travel status, the day you depart and the day you return, the per diem allowance will be reduced to 75% of the normal amount. Therefore, instead of receiving \$46.00 for these days, you will receive \$34.50.

You may be eligible for a higher per diem allowance depending upon the city to which you are traveling. Check the per diem rates to see if the city you are traveling to is listed. If it is, print a copy of the page that details the daily rate for that city to attach to your travel expense reimbursement report and you will be reimbursed at the higher rate.

The Board will not require any receipts under the per diem allowance method. With the General Manager's approval, additional reimbursement can be requested for a particular day(s), however, receipts for all meals in the day(s) must be supplied. The IRS does not allow you to use per diem allowance on some meals and actual reimbursement on other meals during the same day.

Any expenses associated with the purchase of alcoholic beverages are not reimbursable.

Transportation

Personal Vehicle

When personal vehicle travel is authorized, the prevailing IRS rate per mile is paid as full reimbursement for such transportation costs. The Finance Director is allowed to make periodic adjustments for auto mileage rates in accordance with current IRS regulations. The IRS approved rate may change on a calendar year basis and generally becomes effective January 1 of each year.

In order for mileage to be reimbursed, it must be substantiated with enough detail that the mileage claimed can be verified.

To the extent possible, trips should be planned out in advance so that mileage is minimized.

The use of a personal vehicle will normally be confined to destinations within North Carolina or in neighboring states where it is more advisable to travel by car because of expediency and destination accessibility.

Rental Vehicle

A rental vehicle may be requested when it is determined that no other mode of transportation is as economical or practical. A rental vehicle should be used for business purposes only.

Vehicle rentals, when authorized and necessary, or for emergency or unanticipated situations, can be arranged by the traveling employee or Board member. In these instances, the traveler should request the lowest rental rate possible. Corporate or governmental rates should always be obtained if possible. Vehicle rental expense incurred may be paid by the traveler and reimbursed upon completion of the trip. Rental receipts are required to be submitted with the final travel accounting report. If a personal credit card is used, the additional insurance coverage offered by the rental company should be accepted.

Airline

Airlines or travel agents should be contacted only after the required approvals are obtained.

Airline tickets can be obtained in several ways:

- Charging fare to a personal credit card or some other personal payment method and seeking reimbursement. If reimbursement is sought before travel has taken place some form of documentation such as an invoice from the travel agent or credit card statement must be presented and General Manager Authorizations must be provided.

- Airline tickets should be in name of employee or Board member and any frequent flyer miles are for the employee's or Board member's benefit. The Board makes no current claims on frequent flyer miles at this time.
- The Board pays for coach rates only. The County will pay travel agent fees when agents were used to obtain airline reservations.

Required Approval

The General Manager must give prior approval for overnight travel expenses. The Finance Department will not reimburse overnight travel expenses until the General Manager has approved the expense.

How to Pay for Travel Expenses and Reporting Procedures

It is the intent of the Board to cover all allowable travel expenses. There will be instances where the employee or Board member will incur costs that he/she will pay for personally; such as taxi fares, bus or shuttle fees, parking charges, etc. These costs will be reimbursed once the employee or Board member does an accounting of the travel expenses and obtains General Manager's review and authorization. Receipts should always be obtained.

Travel advances may be approved at the discretion of the General Manager. Travel advances in cash or check will be issued the last workday before the travel event is scheduled to occur and may not exceed the estimated travel cost. Each advance must be accounted for on the travel expense report.

Following completion of the trip, the employee or Board member should promptly complete and submit the Travel Expense Report to the General Manager for approval who will then forward the request to the Accounting Department. The Accounting Department will determine that the reimbursement request has been properly approved, that it is mathematically correct, and that requested reimbursements agree to submitted receipts and are within the limits of this policy. If an error in the reimbursement request is found, the reimbursement request will be returned to the traveler for correction prior to processing and subsequent payment by the Accounting Department. Any correction that increases the monetary amounts requested will need to be re-authorized per the above procedures. Travel Expense Reports for the General Manager are submitted to the Board Chairman and then to the Accounting Department who reviews for accuracy prior to processing.

The GM will complete and submit the Travel Expense report to the Board's chairman for approval.

Responsibilities of Travel Approvers

The fiscal integrity and credibility of our organization is the responsibility of all employees and Board Members.

If you are approving a travel reimbursement request, whether or not you are the traveling employee's direct supervisor, you are attesting to the following:

1. That you have reviewed the reimbursement request in its entirety;
2. That the reimbursement request is accurate; and
3. That the travel is strictly for a Board business-related purpose; and
4. That the expenses are reasonable; and
5. That you have reviewed the purpose of the trip and approve.

Violations of Travel Policy

The following will be subject to disciplinary action and possible criminal prosecution:

- Submitting a falsified trip accounting or requests for reimbursement.
- Authorizing a request for reimbursement which is known to be false.