



# **Business Travel and Related Expense Policy Updates**

# Business Travel & Related Expense Policy Updates

## Purpose / Goals of the Review

### Updates from early days

- Acknowledgement that we are remote work force (vs. a hybrid or telework model)
- Work issued phones with wi-fi hotspot capabilities
- Lack of employee charge cards

### Adjust format to be more user-friendly

- Add Table of Contents
- Divide into six sections

### Added Clarity

- Remove unnecessary discretion or vague terms to the extent possible
- Include factors to define what is “reasonable”
- Reiterate that collective bargaining agreements will supersede any conflicting provisions

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## Highlighted Changes

### Lodging

- Available if:
  - crossing state lines; or
  - Traveling greater than 75 miles from home or work station

### Transportation

- Use of own car reimbursed based on distance from home to the Authority's office address

### Meals and Incidentals

- Flat rate based on meal type (breakfast/lunch/dinner)
- Non-meal tips reimbursed if "reasonable"
- No reimbursement for incidentals (though policy referenced miscellaneous non-documented items under \$25)

### Process

- Unclear what expenses should be pre-paid by Authority and which would be booked by employees themselves/reimbursed
- Assumed employees would have work-issued charge cards

### Excluded Items

- Rules about excluded items were found throughout different sections of the policy
- Spouse travel reimbursable under very limited situations

### Lodging

- Available if traveling greater than 50 miles from home
- Non-traditional options available, if less expensive

### Transportation

- Universal 20-mile rule for use of own car
- Non-traditional transportation options available, if less expensive

### Meals and Incidentals

- Use GSA Rate for meals based on location of travel
- Define which meals are reimbursable based on timing of travel, matching DAS regulations
- Non-meal tips or non documented expenses covered under incidental costs

### Process

- Add necessity to have pre-approval and pre-payment of expenses to the extent possible
- Remove references to employee credit cards

### Excluded items

- One section for all excluded items
- Exclude charges for items/services that are available via work-issued phone
- No reimbursement for spousal travel