



## Policy: Local Travel

**ChildNet Number: CN 010.020**

**Original Approved Date: June 17, 2003**

**Policy Revised Date(s): June 28, 2006; October 11, 2006; October 2, 2007; March 2010, May 20, 2010**

**Policy Sunset Date:**

**COA Standard(s): FIN 2**

### Statement of Policy

It is the policy of ChildNet to regulate travel for business purposes and to reimburse allowable travel expenses incurred by its staff. All costs must be deemed reasonable and necessary expenses and incurred while traveling on ChildNet business to be reimbursable.

### Scope

Reasonable and necessary expenses are reimbursable when traveling on ChildNet's business. Each Department is responsible for budgeting, reviewing and controlling travel to ensure that such travel is necessary and that related expenses are proper and reasonable.

It is the employees' responsibility to review this policy's requirements for reimbursement. The most economical method of travel for each trip must be chosen at all times. Time efficiency and cost effectiveness must be in the best interest of ChildNet and not based upon convenience of the traveler.

**Board Chair Signature:**  **Date:** 1/15/10



## Procedure: Local Travel

**ChildNet Number: CN 010.020**

**Original Approved Date: June 17, 2003**

**Procedure Revised Date(s): June 28, 2006; October 11, 2006; October 2, 2007; March 2010, May 20, 2010, June 10, 2014, February 21, 2018, October 19, 2022**

**Procedure Sunset Date:**

**COA Standard(s): FIN 2**

### **Definitions (if any):**

Allowable Incidental Fees – Costs incurred for Tolls and Parking while travelling on ChildNet's business.

Local Travel – Encompasses all travel within the tri-county area (Miami-Dade, Palm Beach and Broward)

### **Statement of Procedure**

- a. Reimbursable expenses may include mileage for use of a privately owned vehicle, public transportation costs, tolls, parking, and other expenses incidental to travel which are authorized.
- b. Reimbursement for the use of private vehicles or other local transportation must be supported by entering the mileage/toll information within the organization's online mileage tracking software. The information to be entered must include:
  - Date of trip
  - Start/End time of trip
  - Point of origin and destination addresses
  - Vicinity mileage claimed if any
  - Purpose of trip
  - Certifying the information entered is correct

Total miles and respective dollar amounts for mileage are computed based on miles traveled (round trip) times the current mileage reimbursement rate as established by ChildNet which is not to exceed the State of Florida reimbursement rate.

- c. Normal daily commuting costs are considered personal. The traveler is not paid mileage allowance for travel between their residence and their regular work location. Other incidental costs are reimbursable provided they are not within normal workday commuting costs. In addition, if originating travel to a work location begins from the



traveler's residence, the mileage allowance is claimed for the lesser "miles" point of origin: either the traveler's regular work location or residence.

- d. Once completed, the information is available for the supervisors to review. Supervisors must approve all mileage submissions electronically prior to submission to the Payroll Department. It is the Supervisors responsibility to ensure all reimbursement requests are accurate and appropriate. If inconsistencies or inaccuracies are found, the submissions must be rejected and returned to the employee for correction. Once all corrections are made, and resubmitted to the Supervisor to be approved, the submission is ready to be processed by Payroll.
- e. Receipts are required to substantiate any expense in excess of \$5.00 in total. Receipts must be identified with the employee's name and employee number and uploaded to the mileage software, where the receipts are matched to the mileage submission for reimbursement.
- f. Reimbursement for travel expenses submitted is included in the last payroll of the month. Reimbursements must be approved by the Supervisor, in the online mileage reporting system, by 7:00 am of the Monday preceding the last pay date of the month. Reimbursements received after the cutoff date will be reimbursed on the last payroll of the following month.
- g. All travel expense reimbursement requests received more than 60 days after the end of the travel month are subject to denial.
- h. Reimbursement for travel outside the tri-county area must be submitted to the Finance Department via Check Request detailing related expenses and supporting documentation and approval by Supervisor.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10/31/22