


Category:	Employee Accountability	INCA Community Services Personnel Policy 
Sub Category:	Transportation and Travel	
Effective Date:		
Revised Date:	6/26/17, 7/19	
Forms:		
Responsible:		

Travel Policy

Purpose/Introduction

Travel may be required by some employees of INCA Community Services, Inc. The purpose of this policy is to state the rules that apply to employees when traveling on agency business.

Time spent traveling during normal work hours is considered compensable work time. Time spent in home-to-work travel by an employee in an employer-provided vehicle, or in activities performed by an employee that are incidental to the use of the vehicle for commuting, generally is not "hours worked" and, therefore, does not have to be paid. This provision applies only if the travel is within the normal commuting area for the employer's business and the use of the vehicle is subject to an agreement between the Agency and the employee.

Policy

Within budgetary limitations, INCA will authorize and pay for employee travel incident for attendance at meetings, conferences, conventions, training symposiums, etc. when such attendance is a direct benefit to the achievement of the objective related to the Agency's mission.

Attendance at such activities will not be authorized when the primary benefit is to the individual employee rather than to the accomplishment of the Agency's mission. Attendance will not be authorized in lieu of personal benefits, incentives, or rewards for past or present performance.

INCA will also reimburse employees for mileage from the required use of personal vehicles in the accomplishment of their assigned duties.

Per diem and mileage rates will be consistent with state and federal instructions. Travel rates, both within and outside the area, will represent mileage and per diem rates set by the State of Oklahoma.

Exempt employees are not entitled to any extra compensation for travel time, even if they travel or work outside of their normal hours of work. However, if the employees on the road are non-exempt, they must be compensated for any time in which work is actually performed (no matter when it occurs). In addition, non-exempt employees must be compensated for travel time (even if they choose to spend the time reading a novel or watching a movie) that occurs during their regular hours of work.

Transportation

Effort should be made to use an agency vehicle for all travel related to travel whether local or out of area. To claim mileage reimbursement approval for driving a personal vehicle must be received by the Executive Director or the designated Program Director. Driving Policy must be followed for all transportation.

Guidelines

With-In Area Travel

With-In Area Travel is defined as travel to any location that INCA serves a program or resource in the state of Oklahoma. Travel to locations that are not within INCA's service area but does not exceed fifty miles from the four main counties (Johnston, Atoka, Marshall, and Murray) is also considered in area travel.

- Request for in area travel in personal vehicle must be submitted in writing through email to the Executive Director.
- No advance of monies will be made for in area travel.
- With-In Area Travel Mileage Claims should be completed in its entirety and must be logged correctly and accurately.
- Travel should be calculated using Google Maps and must be within the mileage provided. Maps should be printed and attached to documentation.
- Forms must be submitted to the Administrative Office by the 5th of the following month with approval attached.
- Employees who work from home will not be paid mileage to travel to designated work sites but travel time will be treated as hours worked.

Out of Area Travel

Out of Area Travel is travel to locations that exceed fifty miles from from INCA's four main counties (Johnston, Atoka, Marshall, and Murray) and is not to visit another service area not defined by the main areas. Out of Area Travel will not be counted if the travel is to perform normal work duties within another county not identified for a program we are operating.

- **Prior Approval** - If travel is expected to be overnight, outside of the defined in area travel or outside regular scheduled hours an employee shall gain approval prior to their departure from the Executive Director or his/her designated representative for which they are expecting reimbursement. Approval must be given in written or electronic communication.
- **Travel Advance** - Travel monies for out-of-town travel may be advanced when requested on the authorized form up to an amount equal to estimated cost shown.
 - Such advances will be authorized only when necessary.
 - Amount of monies advanced will be based on the prudent estimates of the cost of the trip.
 - Travel advances are recorded in the accounting records as accounts receivable from employees.
 - The disposition of travel advances must be reported on travel claim to the Bookkeeping Department within five working days after the travel is completed and any unused portion of the travel advanced returned at this time.
 - Bookkeeping Department will ensure all travel advances are accounted for

promptly and cleared from records.

- Employees who fail to comply with these procedures will have the travel advance recouped from their wages.
- Travel advances are determined using estimated mileage and per diem rates.
- **Travel Claim** - Upon the conclusion of travel, all employees must complete and submit a travel claim. Documentation and receipts with regard to transportation costs, special registration fees, etc. must be attached to the travel claim. Costs will not be reimbursed without a receipt.

Travel Time for Non-Exempt Employees

Employees in positions classified as non exempt under the Fair Labor Standards Act (FLSA) are eligible for compensation for the time they spend traveling. The compensation an employee receives depends on the kind of travel and whether the travel time takes place within normal work hours.

Below are the guidelines for travel within and outside of normal work hours and clarification on driving, being a passenger, and air travel for a non-exempt employee.

Travel Time Within Normal Work Hours

Any portion of authorized travel time that takes place within the core work hours on any day of the week, including Saturday and Sunday, is treated as work hours. Travel time within normal work hours will be paid at the employee's regular hourly rate and will be factored into overtime calculations.

Travel Time Outside of Normal Work Hours

Any portion of authorized travel time (with the exception of driving time) that takes place outside of normal work hours is considered to be outside travel hours (unpaid). When a nonexempt employee is required to travel as a passenger in an automobile, plane or any other mode of transportation outside of normal work hours.

Travel Time as the Driver of an Automobile

All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours. An employee will receive his/her regular hourly rate for all travel time spent as the driver of an automobile, and this time will be factored into overtime calculations. If there is an exempt employee traveling it is required that employee performs the driving that is classified outside of normal work hours.

Travel Time as the Passenger of an Automobile

All authorized travel time spent riding in an automobile (as the passenger, not as the driver) is treated as hours work as long as the travel time falls within the normal work hours. Passengers who are not performing any work duties will not receive compensation for travel time after or before the normal work hours. Passengers who travel on Saturday or Sunday will receive their regular rate of pay during the normal work hours set by the agency. The normal work hours are treated the same on weekends as they are during the week.

Travel Time as the Passenger of an Airplane

All authorized travel time spent flying in an airplane is treated as hours work as long as the travel time falls within the normal work hours. Passengers who are not performing any work duties will not receive compensation for travel time after or before the normal work hours. Passengers who

travel on Saturday or Sunday will receive their regular rate of pay during the normal work hours set by the agency.

***When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.*

Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating and reporting travel time on their timesheets in accordance with this with this policy.

- Meal periods should be deducted from all travel time.
- If an employee requests a specific travel itinerary or mode that is different from the one authorized only the estimated travel time associated with the authorized schedule, route, and mode of transportation should be reported on the timesheet.
- Travel time should be calculated by rounding up to the nearest quarter hour.

Calculating and Reporting Per Diem

Your per diem or actual expense entitlement starts on the day you depart your home, office, or other authorized point and ends on the day you return to your home, office or other authorized point.

Per Diem rates and instructions on how to use the chart can be found at www.gsa.gov/portal/content/101518.

Follow these steps to obtain the per diem rate:

- In the center of the page choose the state in which travel is destined.
- Enter the city.
- Click find rates.
- Use the M&IE number.
- Divide it by four (the number of quarters in a day). This is the amount for each quarter.

To calculate the number of quarters take the total amount of hours traveled and divide by six (the number of hours in each quarter; round to the nearest whole number).

Deduction from Per Diem - If your trip includes meals that are already paid for by the government (such as through the registration fee for a conference or a hotel accommodations) you will need to deduct those meals from your claim. The separate amounts for breakfast, lunch and dinner is listed in a chart provided at www.gsa.gov/portal/content/101518 - Meals and Incidental Expenses Breakdown; should you need to deduct any of those meals from your per diem.

Allowance from Per Diem Deduction:

INCA may allow you to claim the full M&IE allowance if:

- You are unable to consume the furnished meal(s) because of medical requirements or religious beliefs;
- You have made a reasonable effort to make alternative meal arrangements, but were unable to do so; and/or
- You purchase substitute meals in order to satisfy your medical requirements or religious beliefs.
- You were unable to take part in a Government-furnished meal due to the conduct of official business approved by the Executive Director or designated director.

Documentation Required

- Assigned Time Sheet
- Travel Request Form
- Mileage Reimbursement Form (if applicable)
- Email approving travel
- Travel Claim Form

Definitions

Non-Exempt Employee - is defined as an employee who is entitled to overtime pay under the Fair Labor Standards Act. Non-Exempt employees are generally any person who is not a director, supervisor, or management staff member. Those who are non-exempt must not work more than 40 hours in any given week or they are entitled to overtime pay.

Exempt Employee - employees who have a higher authority and are generally classified as a director, supervisor, or management staff member. Exempt employees are not entitled to overtime pay and may work more than a normal 40 hour workweek.

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Per-Diem - INCA follows per-diem reimbursement rates that are set at the state level using <http://www.gsa.gov/portal/content/104877>.

Mileage Rate - INCA follows mileage reimbursement rates set by the state using http://www.owcc.state.ok.us/mileage_rate_information.htm.

Normal Work Hours - The normal workweek of the agency is eight hours per day, forty hours per week. See Work Schedule Policy for more information. The regular work week varies between programs and staff members. The times fluctuate depending on what schedule each employee has been approved with. The Work Schedule Policy can provide more insight.

Agency Core Hours - Core hours are defined as 8:00 a.m. - 5:00 p.m. with an hour lunch.

Overtime work - authorized and approved hours of work performed by an employee in excess of eight hours in a day or in excess of 40 hours in an administrative workweek, and includes irregular or occasional overtime work and regular overtime work.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.