

TCDD Travel Procedures - Revisions**Tab 6****Background:**

The Executive Committee will review proposed revisions to TCDD Travel Procedures. These revisions updated procedures consistent with state travel guidelines and requirements, and proposed that the Council Chair review Council member requests for travel reimbursement to attend TCDD grantee sponsored events in the same manner that the Chair reviews requests to attend conferences.

Executive Committee**Agenda Item IX.****Expected Action:**

The Committee will review proposed amendments to Travel Procedures and determine final action.

Council**Agenda Item X. E.****Expected Action:**

The Committee will review revisions to Travel Procedures with Council members.

COUNCIL PROCEDURE 11. MEMBER TRAVEL EXPENSE REIMBURSEMENT POLICY

Proposed Revisions February 2010 – Draft 1.

1. **General.** State statute authorizes Council members to receive reimbursement for "actual expenses incurred in performing their duties, including travel, meals, lodging, and telephone long distance charges" (112.015 HRC, V.T.C.A.). Separately, language in the state appropriations act also directs agencies to conserve funds by maximizing economy and efficiency when planning travel, and stipulates that travel reimbursements are for "necessary and reasonable expenses" ... "only when the purposes of the travel clearly involve official state business..." It is therefore the policy of the TCDD that:
 - a. Council members are encouraged to stay at the hotel where rates have been negotiated by staff, or at a hotel with comparable state government rates. When group rates have not been negotiated, members are eligible for lodging expenses that are reasonably comparable to "state government rates" in that location. Reimbursement for lodging for Council members may not exceed twice the maximum rate for state employees.
 - b. Council members shall be eligible for reimbursement for actual expenses for meals, but not more than twice the maximum rate for state employees. An overnight stay is not required for reimbursement for actual meal expenses.
 - c. Council members are expected to attend the majority of the event for which travel reimbursement is requested. If the member also conducts non-Council business while in the same location, it is expected that travel expenses will be allocated accordingly to Council and non-Council business.
 - d. Council members may receive reimbursement for reasonable and necessary personal assistance services, including attendants and respite care. Reimbursement for travel expenses for personal attendants is limited to the same amounts as would apply to the Council member.
2. **Travel Advance.** Council members may request a travel advance to avoid financial hardship due to Council related travel expenses.
3. **Exceptions.** Recognizing that individual circumstances may require exceptions to the expense limitations noted above, the Chair of the Council is authorized to make final determinations of "reasonable and necessary expenses" which are in excess of these amounts.
4. **Travel Events.** Reimbursement for travel expenses will be authorized in the following situations:
 - a. Travel expenses to attend Council meetings, and Committee meetings, ~~and other Council sponsored events~~ are authorized in advance and do not require prior approval of the Chair except as noted below. ~~"Council sponsored events" include conferences and workshops coordinated by DD grantees on DD funds. Stipend events are not viewed as co-sponsored events related to approval of Council member travel expenses. Attendance at Partners in Policymaking sessions also requires advance approval of the Chair.~~
 - b. Travel expenses are is also authorized in advance to attend meetings on behalf of the Council, to speak or testify on behalf of the Council, or to otherwise act as a Council representative at the request of the Council or Committee Chair, or the Executive Director ~~at the request of staff to participate in a DD training activity. No request is needed, but the travel form needs to be completed in advance.~~
 - c. Council members may request approval to attend a conference, workshop or other event related to the Council's business, including events coordinated by TCDD grantees with funds awarded by the

Council. In general, approval These will be limited to no more than one such event per year for each Council member, ~~and~~ The requesting member must demonstrate the importance to the Council of the event in the justification on the travel request form. The requesting member is responsible to ~~complete the~~ submit a travel request form in advance and submit for consideration by the Chair.

5. **Agency Representatives:** Members who are representatives of State Agencies (or their alternates) are eligible for reimbursement for travel expenses in the same manner as all other Council members except that Council policy asks that their agency be responsible for travel expenses for the first Council or Committee meeting during the fiscal year. Otherwise, these guidelines are applicable to all Council members.

6. **Exceptions.**

- a. Council members are not eligible to receive reimbursement for travel expenses from TCDD funded stipends grantees.
- b. In general, Council members should not receive reimbursement from other TCDD funded grantees for travel expenses. Exceptions may be approved in advance by the Executive Director or Chair.

Approved by the Council August 1996
Revisions Approved April 2002
Revisions Approved May & August 2005

7. **Travel Guidelines and Reimbursement Procedures.**

- a. **State Contracted Travel Vendors.** ~~The Building and Procurement Commission has issued rules which~~ State travel regulations require all persons traveling on state business, including Council members ~~appointees~~, to use the contracted state travel vendors and follow all the state travel rules.
- b. **Air Transportation.**
 - i. TCDD staff will purchase airline tickets for Council members through a direct billing process. Please contact Koren Vogel with the dates and times of travel so that she may make the appropriate arrangements. Confirmation will be e-mailed or faxed to the member.
 - ii. Even though airfare is charged directly, airline receipts must be submitted with a reimbursement request.
 - i. First class airfare is not payable unless it is the only flight available to conduct Council business or is required as a reasonable accommodation.
 - ii. Cancellation charges are payable only if travel was canceled for a TCDD business-related reason.
 - iii. If Council members depart from a location other than their home city and travel to conduct approved Council business, reimbursement is limited to the average coach airfare between their home city and destination or departure point and destination, whichever is less.
- c. **Lodging.**
 - i. Council members are **not** exempt from state, county, and local hotel/motel occupancy tax and will be reimbursed for these charges
 - ii. Original lodging **receipts** are required. If the receipt is lost, a copy of the receipt, a copy of the canceled check, a credit card slip or letter from the hotel/motel will be accepted as proof of payment. The receipt must include the following information:

- Date(s) of travel
- Name of traveler
- Name of hotel/motel
- Amount of lodging charge
- Number of people occupying room

d. **Meals. Receipts** are not required but meals should be itemized on back of travel expense record. Please note: reimbursement is not allowable for some items including liquor, tips, and entertainment.

e. **Personally Owned Automobiles.** Members are entitled to be reimbursed for mileage incurred driving to meetings or to and from the airport, etc. Reimbursement may not exceed the actual number of miles traveled for business purposes and the current maximum mileage reimbursement rate. The number of miles allowable for reimbursement may not exceed the mileage for the most cost-effective reasonably safe route. And, the number of miles traveled may be determined by the vehicle's odometer reading or by an online mapping service such as mapquest.com

Mileage is also reimburseable for travel if someone transports the member to the airport and picks them up upon their return. In those instances, the roundtrip mileage is allowable for both trips so long as it is less than the cost of parking the Council member's car at the airport. Parking fees incurred while on official state business are also an allowable expense.

~~In determining transportation reimbursement for travel by personally owned automobile, the shortest distance between the center of principle points has been established in the OFFICIAL STATE MILEAGE GUIDE, including all farm-to-market roads. Mileage will be computed by TCDD staff using the shortest route between two points. Council members may be reimbursed for mileage over the distance in the guide if they list the miles on a point-to-point basis and the route is justifiable.~~

~~Mileage incurred to transport a Council member between their residence and the airport may be claimed if the mileage cost is less than the cost of parking the Council member's car at the airport. Parking fees incurred while on official state business are also an allowable expense.~~

f. **Rental Cars.** The use of rental cars by Council members must be approved by the Council Chair in advance. In most instances, taxi or limousine services should be used since they are more economical than rental cars for Council business activities. Rental cars are also direct billed per state contracts so must be coordinated by TCDD staff (Koren Vogel). A receipt is required for rental cars.

g. **Public Transportation.** The original receipts are required for airfare, bus, or trains but not for inner-city bus, taxi, shuttle, mass transit, and limousine fares. An itemized list of all claims showing destination, date, and amounts of each trip for public transportation must be shown on the Travel Voucher.

In all instances, Council members are expected to use the most economical method of transportation, considering all relevant circumstances.

h. **Personal Assistance Services.**

- i. Council members with disabilities who require personal assistance services may pay and be reimbursed for fees and actual travel expenses of an attendant not to exceed the allowable travel expenses for Council members. Receipts for fees and all attendant travel expenses are required. Attendant services fees may not exceed \$10 per hour for a 12 hour day and not more than \$35/night if an overnight stay is required without prior approval.
- ii. If assistance is obtained by the Council member, i.e., bell hop to aid with luggage, and monies are given in return for assistance, that amount may be claimed as an "attendant cost." A receipt is required.
- iii. Council members who require respite care services for a child with a disability during the time they are away from home are eligible for reimbursement of fees for such services exceed \$10 per hour for a 12 hour day and not more than \$35/night if an overnight stay is required that are in addition to what the member would otherwise have paid during that time period. Receipts for respite services fees are required. Respite services fees may not exceed \$10 per hour for a 12 hour day and not more than \$35/night if an overnight stay is required without prior approval.
- iv. Reimbursements for personal assistance services may not supplant other sources of funds that would have reimbursed similar services during the same time period. Family members living in the same home as the member are generally not eligible for reimbursement for providing personal assistance services but are eligible for other travel expenses incurred when providing assistance to a council member. However, individuals who are a certified waiver provider for their family member may be reimbursed for those expenses.

Revisions Approved February 2007

- i. **Travel Advances.** Travel advances are available to assist Council members to avoid financial hardship due to Council related travel expenses. Prior approval is required. Requests for travel advances must be received by TCDD staff at least 42 15 workdays prior to the departure date of travel. Please contact Koren Vogel for further information about travel advances.
- j. **Miscellaneous Expenses.** Other TCDD business related expenses such as telephone calls, postage and copying costs incurred while in travel status are also reimbursable and should be included on the travel expense record. If any of these expenses are incurred while not in travel status, please submit receipts separately and a purchase voucher will be prepared.
- k. **Individual Circumstances.** Recognizing that individual circumstances may require exceptions to the expense limitations noted, the Chair of the Council is authorized to make final determinations of "reasonable and necessary expenses" which are in excess of these amounts.
- l. **Processing of Travel Vouchers.** Once a completed Travel Expense Record is received by TCDD staff, it takes about 5-10 workdays to process in the TCDD office and the TEA Travel Section before a state warrant to be mailed to the Council member. Checks will be direct-deposited for Council members employed by a state agency unless instructed otherwise. All questions regarding processing of travel vouchers can be addressed to Koren Vogel. Council members are asked to submit all travel expense information ~~Travel vouchers must be submitted~~ within 10 workdays of ~~the last day of the month in which~~ when the travel occurred. Reimbursement for expenses after vouchers are submitted require special approval.