
TRAVEL

Employees traveling on Head Start of Washington County, Inc. business will be paid actual and reasonable expenses within the following guidelines:

“Normal work hours” are defined as the regular work schedule of the employee traveling. For purposes of this policy, this definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday).

“Normal work area” for the purposes of this policy, is defined as Washington County, Maryland.

Mileage

- Employees will be paid a mileage rate for the use of a private automobile on authorized business at the current mileage rate established by the federal government. (examples: mileage between sites, home visits, meetings)
- Mileage from the employee’s home to regular assigned work location is not a reimbursable expense. However, if an employee is assigned to report directly from home to another work site other than the regular work location, and the distance to the work site is considerably greater (5 miles or more) than the distance to the regular work location, the employee can be reimbursed for the difference in mileage.
- Employees who regularly begin the work day at various sites within the normal work area as part of their position will not be paid mileage from home to work unless traveling out of area for a special assignment.

Travel Time In One Day

- Travel time from home to work or work to home within the normal work area is not hours worked unless the employee is completing a work related assignment en route to work / to home.
- Travel time in one day to a location outside of the normal work area and home is hours worked for drivers and passengers (all forms of travel).
- Travel between work locations all in one day is hours worked.
- All travel time outside normal work hours must be pre-approved by the immediate supervisor.

Travel Time Overnight

- Travel time in situations requiring overnight stays away from home will be considered hours worked for passengers and drivers during normal work hours. Travel time in situations requiring overnight stays during normal work hours on the weekend will also be considered hours worked for passengers and drivers.
- Travel time as a passenger in situations requiring overnight stays away from home outside normal work hours will not be hours paid.
- Travel time outside normal work hours will be hours worked for the driver.
- Overnight travel must be pre-approved by the immediate supervisor.

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Mode of Transportation

- When traveling via public transportation, employees are expected to consider cost, time and convenience when deciding on the travel method. Public transportation expenses will be reimbursed at actual costs.
- When considering the use of a private vehicle versus public transportation, the least expensive method should be considered. In addition, thought should be given to schedules, time away from regular work duties, and additional passengers.

Meals

- Employees will be reimbursed for meals at a per diem meal rate established by the agency annually. Meal costs in excess of the established rate will not be reimbursed.
- Employees must be on agency business out of the normal work area for more than 12 hours to be eligible for reimbursement of meals. In order to receive a breakfast allowance, an employee must be out of the normal work area prior to 7:00 A.M.; for lunch, prior to 11:30 A.M. A dinner allowance will be given to employees who are out of the normal work area after 6:00 P.M.

Expenses

- All travel outside of the normal work area must receive prior approval from the Executive Director or other designated person. All expenses must be accounted for and itemized on a Travel Expense Reimbursement Form and approved by the immediate supervisor. In order to be reimbursed for out-of-the-area travel, receipts are necessary for the following expenses:
Hotel Accommodations Public Transportation Parking
Miscellaneous Expenses Registrations
- An advance of travel expenses may be given. A Travel Advance form must be filled out and submitted ten (10) days in advance. This form must be signed by the immediate supervisor and submitted to Finance. Please refer to Travel Advance form for per diem meal rates.
- No expenses for unauthorized travel will be reimbursed.

Example Travel In One Day: Two employees are traveling to Baltimore, MD for a one day conference. Their normal work day is 8:00am – 3:30pm. They leave from Washington County at 6:45am and arrive in Baltimore at 8:15am. The conference ends and they leave Baltimore at 4:00pm. The employees arrive back home at 5:45pm. Both employees would be paid for the hours of 6:45am through 5:45pm. No meal per diem is provided as they are only out of the area for 11 hours.

Example Travel Overnight: Employees A & B are traveling to Philadelphia, PA for a week long conference. Their normal work day is 8:00am – 3:30pm. They leave Washington County on Sunday at 2:00pm and arrive in Philadelphia at 5:00pm. Employee A is driving. Employee A would be paid from 2:00pm – 5:00pm. Employee B would be paid from 2:00pm – 3:30pm. While at the conference, the employees are required to attend from 8:00am – 3:00pm each day. The employees would be paid for their normal 7.5 hours each day. Employees A & B leave the conference on Friday at 3:30pm. Employee A is driving. They arrive back home at 6:30pm. Employee A is paid regular 7.5 hours for Friday, plus from 3:30pm to 6:30pm for driving. Employee B is paid the regular 7.5 hours for Friday.

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