

# Great Rivers Behavioral Health Administration Services Organization

Policy Title:	<b>Great Rivers Behavioral Health Administrative Service Organization Travel Policy</b>	Policy No. <b>1005.00</b>
Category:	Administrative	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference:	Budget Accounting and Reporting System, Office of Financial Management Accounting Division, State Administrative and Accounting Manual (SAAM), Chapter 10.90.10 (Travel Rates, Reimbursement Rates)	

## Policy:

- 1.1. Great Rivers Behavioral Health Administrative Service Organization ("Great Rivers BH-ASO") shall reimburse all applicable travel and other necessary expenses of Great Rivers BH-ASO employees.

## Definitions:

- 2.1. **Board** means Great Rivers BH-ASO Governing Board and Great Rivers BH-ASO Advisory Board or any other boards established by approval of the Governing Board.
- 2.2. **Committee** means any group of individuals appointed by the Great Rivers BH-ASO Governing Board or their designee to perform designated tasks or functions.
- 2.3. **Employee** means individuals employed by Great Rivers BH-ASO in regular and part-time paid positions and considered to be staff by the Great Rivers BH-ASO Governing Board.
- 2.4. **Official Great Rivers BH-ASO Business.** The phrase "official Great Rivers BH-ASO business" means all employees activities directly related to the Great Rivers' BH-ASO business and the employee's responsibilities. In addition, it means approved "official" activities of boards, committees and teams established and/or appointed by the Great Rivers BH-ASO Governing Board. Meetings or other activities that board members, committee members, or employees attend at their own discretion are not considered "Great Rivers BH-ASO official business".
- 2.5. **Official Station.** The phrase "official station" means the city, town or other location where the board member, committee member or employee's office is located or the city, town or primary location where his/her work is performed on a permanent basis.
- 2.6. **Vehicle** means all motor vehicles and is not limited to automobiles and pickup trucks.

## Procedure:

- 3.1. **Control of Travel**
- 3.1.1. All official Great Rivers BH-ASO business travel must be preapproved by the Great Rivers BH-ASO direct supervisor prior to incurring any expenses associated with the travel out of the Great Rivers BH-ASO service area or overnight. Preapproval of travel can be documented through official Great Rivers BH-ASO email notifications or Great Rivers BH-ASO Advance Travel Form. This approval should be attached to the submitted Travel Expense Voucher or maintained by manager.
- 3.1.2. Board Members, committee members and employees are expected to exercise prudent judgment in incurring travel expenses on official Great Rivers BH-ASO business. Excessive or unnecessary expenses shall not be approved or reimbursed. The number of board members, employees or committee members from Great Rivers BH-ASO should be the minimum necessary to be consistent with the benefit to be derived there from.

- 3.1.3. Use of Personal Vehicles: Board members, employees and committee members eligible for stipends, who operate their personally owned vehicles on Great Rivers BH-ASO official business, are responsible for maintaining and carrying adequate insurance (i.e. Washington State minimum) and valid Driver License. Proof of insurance and a valid driver license should be presented to Great Rivers BH-ASO and kept on file with the HR department.
- 3.1.4. The itinerary of an employee, board or committee member shall be planned to eliminate unnecessary travel in the performance of work assignments. Whenever it is feasible for two or more employees, board or committee members to travel on official business in one car, they should do so.
- 3.1.5. Transportation shall be by economy coach class. All exceptions must be approved in advance by the Chief Executive Director or Fiscal manager, in writing, including the justification for travel other than economy coach class travel.
- 3.1.6. Unless advance approval or authorization is required by law or other provision of this travel policy, the general approval of authorized management, as indicated on the monthly travel expenses voucher, shall be sufficient in meeting the requirements for reimbursement.

### 3.2. **In State Lodging**

- 3.2.1. Approved Lodging will be provided to employees, board and committee members traveling for Great Rivers BH-ASO business when travel is in excess of 1 hour travel time outside **Official Station** or covers multiple days or creates a positive cost benefit situation for Great Rivers BH-ASO. Reimbursements must include receipts for hotel and motel accommodations, based on single occupancy, including parking fees itemized in any hotel or motel bill. Actual costs will be reimbursed not to exceed maximum lodging rates by county as established by the State of Washington, Office of Financial Management Accounting Division, State Administrative and Accounting Manual (SAAM), Chapter 10.90.10 (Travel Rates, Reimbursement Rates).
- 3.2.2. All exceptions must be approved by the Fiscal Manager or their designee, in writing, and must document the reason for exception.

### 3.3. **In State Meals**

- 3.3.1. Meals shall be reimbursable to an employee only when such employee is away from her/his official station on Great Rivers BH-ASO business and conducting Great Rivers BH-ASO business during a designated meal time. Meals shall be by management and will be reimbursed, with itemized receipts, to the maximum rates by county as established by the State of Washington, Office of Financial Management Accounting Division, State Administrative and Accounting Manual (SAAM), Chapter 10.90.10 (Travel Rates, Reimbursement Rates). Taxes, tips and incidental expenses are included in the meal rates. Meals may not include any alcoholic beverages.
- 3.3.2. If itemized receipts are not available or have been lost, employees should submit a written statement outlining the expense that was incurred, the reason for the expense and the cost and any support information such as a menu. This statement should be submitted with your expense report and will be reviewed and may be approved by the Fiscal Manager or their designee prior to reimbursement. Frequency of this exception will be noted.

### 3.4. **Out of State Lodging**

- 3.4.1. Lodging will be provided to employees and board and committee members traveling for Great Rivers BH-ASO business with preapproval and when travel is outside the state of Washington. Reimbursements must include receipts for hotel and motel accommodations, based on single occupancy, including parking fees itemized in any hotel or motel bill. Actual costs will be reimbursed not to exceed maximum lodging rates by location as established on the General Services Administration website [www.gsa.gov](http://www.gsa.gov).

3.4.2. All exceptions must be approved by the Fiscal Manager or their designee, in writing.

**3.5. Out of State Meal Reimbursements and Approved In State Conferences**

3.5.1. Meals shall be paid to employees on a per diem rate when traveling outside the state of Washington or to a preapproved state conference. Maximum rates are established on the General Services Administration website [www.gsa.gov](http://www.gsa.gov) based on location for out of state travel. Per Diem rates will be paid for breakfast, lunch and dinner, except where meals are provided as part of a registration or conference fee. On the first and last travel day, 75% of the daily rate will be paid at the rate of the final destination. No itemized receipts will be submitted for per diem meals. The CED or his designee will determine in writing those in state conferences and or meetings that will qualify for per diem reimbursement. All other in state meals will follow the in state meal policy above which includes itemized receipts.

**3.6. Reimbursable Transportation Expenses – General**

3.6.1. Reimbursable transportation expenses shall include all necessary official travel on railroads, airlines, ships, buses, private automobiles and other usual means of conveyance.

**3.7. Reimbursement for use of Privately Owned Automobile**

3.7.1. Reimbursement for use of privately owned automobiles shall be allowed at the rate set by the Washington state director of Financial Management pursuant to RCW 43.03.060. Mileage shall be determined by actual odometer readings, Department of Transportation mileage chart listings, or by other online maps showing mileage between destinations. All mileage reimbursements, whether by odometer or maps shall provide enough information to perform mileage verifications. When traveling on Great Rivers BH-ASO business, mileage will be reimbursed at the shorter of the distance between your home, or the Great Rivers office the employee is regularly assigned to and the final business destination.

3.7.2. Reimbursement shall be payable to only one (1) of two (2) or more employees, board or committee members traveling on the same trip and in the same automobile.

**3.8. Miscellaneous Travel Expenses**

3.8.1. Miscellaneous travel expenses essential to the transaction of official Great Rivers BH-ASO business are reimbursable to the employee, board or committee member. Reimbursable expenses include, but are not limited to:

3.8.1.1. Taxi fares, car rental, parking fees and ferry and bridge tolls;

3.8.1.2. Rental of room in a hotel or other place which is used to transact official business. The room rental is reimbursable as a separate item when authorized by CED, Fiscal Manager, or their designee.

3.8.2. Certain travel expenses are considered as personal and not essential to the transaction of official Great Rivers BH-ASO business. Such non-reimbursable expenses include, but are not limited to:

3.8.2.1. Laundry, valet service and entertainment expenses, radio or television rental and other items of a similar nature;

3.8.2.2. Taxi fees, car rentals and other transportation costs to places of entertainment and other similar facilities. In addition, transportation expenses between an employee's official residence and official Great Rivers BH-ASO business office are not allowable, except when performing official Great Rivers BH-ASO business outside the employee's normal working hours;

3.8.2.3. Costs of personal trip insurance and medical and hospital services;

3.8.2.4. Costs of alcoholic beverages and tobacco

**3.9. Expenses Paid on Behalf of Others**

- 3.9.1. If a Great Rivers BH-ASO Governing Board member or employee is filing a claim on behalf of others, he/she must prepare a detailed account that includes:
  - 3.9.1.1. Names of the others who traveled, partook of meals or otherwise incurred expenses;
  - 3.9.1.2. Whether they were Great Rivers BH-ASO employees and, if not, who they were and what connection they had with Great Rivers business. This should not be construed to permit promotional hosting;
  - 3.9.1.3. Who provided the lodging, meals or other services in question, dates and times;
  - 3.9.1.4. A detailed breakdown of amounts;
  - 3.9.1.5. Some statement sufficiently explicit to show that Great Rivers BH-ASO official business was being carried out when the expenses were incurred

**3.10. Submission of Travel Expense Vouchers**

- 3.10.1. All travel expense vouchers must be completed in accordance with the instructions contained herein and in the detail required on the travel expense voucher furnished by the Great Rivers BH-ASO business office. Expense Reimbursement Reports shall be submitted for a calendar month to the Accounts Payable Department. Travel Expense Vouchers must be submitted within 30 days following the travel month. Any exception to this must be approved by department executive and Fiscal Manager.
- 3.10.2. The travel vouchers are to be electronically prepared and processed or in ink and legally signed and validated.
- 3.10.3. The following information must be submitted on or with the travel expense voucher:
  - 3.10.3.1. Where reimbursement is for actual costs of lodging, each claim must be supported by a valid receipt;
  - 3.10.3.2. Itemized receipts for allowable expenditures for amounts claimed, plus any applicable tax shall be required for all meals, unless a per diem is allowed, and other sundry expenses and attached to the voucher,
- 3.10.4. Additional information to support expenses is encouraged to include: Meeting agendas, maps, and brochures.

**3.11. Submission of Volunteer Hours for Workers Compensation Insurance**

- 3.11.1. Any Committee Member who is registered or accepted as a volunteer by Great Rivers BH-ASO shall report the volunteer hours performing Official Great Rivers BH-ASO Business prior to payment of per diem. Great Rivers BH-ASO will report these hours and make required payments to Washington State Department of Labor and Industries quarterly. A Committee Member Volunteer is a person who receives no wages resulting from assigned or authorized duties for Great Rivers BH-ASO and the work is brought about by one's own free choice, RCW 51.12.035 and RCW 51.12.050 (2) and is subject to guidelines established by Washington OFM or Employment Security Department.

**POLICY SIGNATURE**

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4/14/2020

Edna J. Fund, Chair  
Great Rivers BH-ASO Governing Board

Date