


<b>Policy Title:</b>	<b>Business Travel and Training Expense</b>		
	<b>OFFICE OF THE CHIEF FINANCIAL OFFICER</b>	<b>Category</b>	Business Travel and Training Expenses
		<b>Administrative Policy #</b>	
		<b>Revision #</b>	
		<b>Review Frequency</b>	As Needed – no less frequently than triennially
<b>Administrative Division</b>	General Accounting	<b>Reviewed By</b>	Chief Financial Officer, Financial Controller
<b>BOWC Approval</b>		<b>Last Reviewed/Update Date</b>	
<b>Implementation Date</b>			

**1. OBJECTIVES**

1.1. To establish standard procedures to be followed for payments and reimbursement for travel and training expenses.

**2. PURPOSE**

2.1. The purpose of this policy is to ensure that all travel and/or training on behalf of DWSD is properly authorized and reimbursement is within DWSD guidelines.

**3. DEFINITIONS**

“Approving Manager” means DWSD employees, including members of Executive Management, who exercise management authority and responsibility over travel approval in each division for work groups, supervisors, and/or employees.

“Credit Card Authorization Form” is the form that may be required by the hotel, if Traveler is using a third party credit card to pay for hotel stay.

“Division Travel Coordinator” is the Administrative Assistant in each division, sub-department or business unit.

“Mileage and Business Expense Reimbursement Forms” are the forms the Traveler must complete and have approved by their Manager in order to get reimbursed for travel costs paid by the Traveler. All original receipts must be attached to this form.

“Reservation Request Form” is the form that the Division Travel Coordinator must complete and submit to the Travel Agency in order to book airfare, hotel, and rental cars for the Traveler.

“Training Coordinator” means the DWSD employee who exercises authority and responsibility over approval of all training.

“Travel Agency” means the third party travel agency that the Division Travel Coordinator uses when making travel arrangements in order to ensure utilization of preferred rates.

“Traveler” means a current DWSD employee.

**4. SCOPE**

4.1. This policy applies to all employees whose travel and training expenses are being paid and/or reimbursed by DWSD.

## 5. RESPONSIBILITIES

### 5.1. Traveler Responsibilities – A Traveler must:

- Be knowledgeable of this policy before registering for training or departure for traveling.
- Obtain prior written approval from the Approving Manager for the trip and/or training more than 30 days prior or receiving written documentation of an exception to this policy for approval under 30 days. Approval may be obtained by email.
- Submit travel and/or training expense claims with necessary supporting documentation including original receipts and explanations to the Approving Manager. This must be submitted within 7-10 business days after returning from travel.

### 5.2. Approving Manager Responsibilities – Management must:

- Determine whether travel or training is a qualifying event.
- Pre-authorize travel and/or training.
- Ensure that any expenses reimbursed or paid for by DWSD to the Traveler or on-behalf of the Traveler for training are in compliance with this policy.
- Approve expenses as submitted by the Traveler on the Mileage and Business Expense Reimbursement Forms in accordance with this policy.

### 5.3. Division Travel Coordinator Responsibilities

- Complete the Reservation Request Form and coordinate with the Travel Agency to book the airfare, hotel, and rental car for the Traveler.
- Coordinate with Payables to Register and pay for training/conference fees through the training/conference website.
- Review and approve the Mileage and Business Expense Reimbursement Forms.

## 6. POLICY

- 6.1. It is the policy for DWSD to reimburse DWSD employees for any reasonable expenses incurred in connection with business purposes.
- 6.2. Executive Management, including the Director, Deputy Director, Chief Engineer, Chief Financial Officer, Chief Operations Officer, Chief Administrative Officer, General Counsel, and Chief Information Security Officer, may book travel directly through a travel website with use of their corporate card. Use of the Travel Agency is not required.
- 6.3. Employees who are required to travel or participate in training on behalf of DWSD must obtain and provide the Division Travel Coordinator written approval at least 30 days prior to the date of departure from their Approving Manager. Failure to submit the authorized travel request within this time-period may result in a delay in arranging travel accommodations.

- 6.4. Employees must plan ahead, and be prepared to financially incur out of pocket expenses for meals, parking, mileage, incidentals and local transportation such as rental car, taxi fare, bus fare, rail passes, rideshare, and subway tokens.
- 6.5. DWSD will not provide advances for travel expenses.
- 6.6. Traveler requested expense reimbursement must be submitted to the Approving Manager for approval on the Mileage and Business Expense Reimbursement Form. Once approved, expense reimbursements will be processed, and disbursed to employees no later than 2 weeks from expense report submission to the Finance Division.
- 6.7. An employee will be reimbursed for actual expenses incurred, up to the rates established by the General Services Administration (GSA).
- 6.8. The Traveler will not be reimbursed for the following expenses:
  - Alcohol
  - Entertainment, gifts, or other expenditure which are prohibited by policies and Federal, State, or Local laws or regulations
  - Personal or non-business expenditures of any kind
- 6.9. Prior to departing for any travel or registering for any training on behalf of DWSD, the Traveler must seek approval in writing from their designated Approving Manager or their designee. Approval may be obtained by email.
  - When seeking approval, the Traveler should identify the destination for the trip, the duration, the purpose, as well as the approximate cost.
- 6.10. Neither arrangements for travel, nor registration for training should be made until written approval has been received from the Approving Manager.
- 6.11. Upon return, the Traveler must complete and submit a Mileage and Business Expense Reimbursement Forms with receipts attached for all expenses within 7-10 business days to allow for timely processing, and reimbursement of incurred travel expense. Expenses not submitted within 30 days of travel will not be reimbursed.
- 6.12. Approved expense reimbursements will be processed and disbursed to Employees within 2 weeks from expense report submission to the Finance Division.
- 6.13. Depending on the purpose of the training, the supervisor may request a summary report after they have returned. This summary report should include accomplishments and findings that can be shared with others within the Department.
- 6.14. Reasonable and Necessary Accommodations
  - 6.14..1. Management may take reasonable and necessary actions to accomplish the intent of this policy.

## **7. PROCEDURE**

- 7.1. Once an employee identifies a needed training or conference, they must obtain written approval from their Approving Manager. Approval may be provided by email.
- 7.2. The Training Coordinator may be asked to review and approve attendance to training events. Refer to the Training Policy for additional information.

- 7.3. The approval shall be submitted to the Division Travel Coordinator who will then complete the Reservation Request Form and send to the Travel Agency to book and pay for the Traveler's airfare, hotel, and rental car.
- 7.4. DWSD has an American Express credit card on file with the Travel Agency. This card is used to pay for airfare, conference fees, etc. and to reserve the hotel room.
- 7.5. If the Traveler wishes to use their Manager's, third party credit card to pay for their hotel, they must complete a Credit Card Authorization Form provided by the hotel and ensure the hotel has it on file before they arrive. Alternatively, the Traveler may pay for the hotel with a personal credit card and be reimbursed for the expense when they return.
- 7.6. The Division Travel Coordinator will coordinate the registration of the Traveler for the training or conference, with Accounts Payable for payment.
- 7.7. While traveling, the Traveler is responsible for paying for all meals, local transportation, and other incidentals as noted within the policy.
- 7.8. Upon return, the Traveler must complete the Mileage and Business Expense Reimbursement Form and include copies of all original receipts or documentation for mileage reimbursement, such as Google maps distance between DWSD office and destination. This must be approved and signed by the Approving Manager.
- 7.9. The signed Mileage and Business Expense Reimbursement Form are routed to the Travel Coordinator for review and approval and then submitted to Treasury for payment.
- 7.10. The Treasury Department will initiate reimbursement of the Traveler within two weeks of receipt of the expense report.
- 7.11. The Treasury Department provides the Accounting department with the reimbursement details to enter into the financial system. Accounting records the journal entry in the general ledger.