

Western Virginia EMS Council, Inc.

Employee Handbook

5.12 Business Travel Expenses

Effective Date: 9/1/2006

WVEMS will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All out-of-town business travel must be approved in advance by the employee's direct supervisor or the Executive Director. (Travel by WVEMS Management is exempt from the prior approval requirement.). Employees are expected to use Council vehicles whenever possible. Mileage reimbursement will not be paid for use of personal vehicles when an appropriate Council vehicle is available without prior approval from the employee's supervisor.

Under no circumstances may travel reimbursement be requested from more than one source for the same trip.

Employees whose travel plans have been approved may request the ~~Office Manager~~ Administrative Assistant to make travel arrangements, or may make their own.

When it is necessary to use personal vehicles, mileage is reimbursed at the approved ~~state~~ federal rate. Lodging, may be charged to the employee's WVEMS credit card, and should utilize state rates whenever possible. Other expenses directly related to accomplishing business travel objectives will be reimbursed by WVEMS. Meals and incidentals will be paid on a per-diem basis at the established rate. The Office Manager will provide the currently-approved rates. At the employee's option, actual costs for meals and incidentals may be charged if less than the per-diem rate. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by WVEMS may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to the Office Manager when travel advances are needed.

Employees should submit completed travel expense reports within 10 days. Reports should be accompanied by receipts for all expenses charged to the council credit card and for any reimburseable expenses other than those covered by the per-diem..

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.