

[approved by board 3/9/2020]

## **Reimbursement for Travel and Related Expenses**

**Purpose:** to enable the reimbursement of costs related to authorized travel for official PEEC business outside of Los Alamos County.

**Applicability:** This policy applies to regular and casual employees, as well as to contractors engaged in the business of delivering PEEC programs. This policy does not apply to board members or other volunteers.

**Travel Time:** Travel time is work time for the purposes of payroll.

### **Mileage Reimbursement:**

PEEC will reimburse mileage for personal vehicles driven on official out-of-county trips. Reimbursement will be at the current IRS Standard Mileage Rate for the shorter of:

- The round trip mapped miles from the nature center to the site of the official PEEC business, or
- The actual distance driven

PEEC expects carpooling whenever possible and safe.

To ensure adequate documentation for the reimbursement of mileage, travelers must record the date, location of the event, purpose, and total miles and submit this information with a Request for Reimbursement Form to their supervisor.

### **Accidents & Insurance:**

PEEC's mileage reimbursement program is intended to cover all expenses associated with operating personal vehicles on PEEC business including wear and tear and the cost of insurance. Therefore, employees who elect to use their personal autos for business purposes must possess third party liability insurance with limits that comply with state and local requirements.

Physical damage coverage to an employee's vehicle (e.g., comprehensive and collision damage) is the individual's option. PEEC does not reimburse for damage or repairs (or related insurance deductibles) to an employee's personal auto if damaged while being operated for business purposes.

### **Multi-day Events and Overnight Stays**

For multi-day travel, hourly workers are paid for actual time worked at the event (plus travel time, as stated above). Salaried employees are paid their normal salary. For multi-day PEEC programs, the sleeping hours of an employee or contractor are paid

if they are on duty at an overnight event where they are responsible for unaccompanied minors.

### **Reimbursement for Food and Other Expenses**

If food or beverages are not provided as part of an overnight event, travelers may spend a reasonable amount for these items. PEEC will not pay for alcohol purchased, unless it is included in the event cost. PEEC covers parking fees and other incidental expenses incurred as part of travel. PEEC covers lodging and conference fees incurred as part of official travel. If the traveler has a PEEC-provided credit card, use that and save the receipts. Otherwise, the traveler must submit a Request for Reimbursement Form to their supervisor.