

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> Kathleen Swantek	<b>DATE SUBMITTED:</b> 04/87	<b>SECTION:</b> Employee Information	
<b>BOARD APPROVED ON:</b> 06/87	<b>DATE REVISED:</b> 03/06, 12/19/18, 10/11/2023	<b>SUBJECT:</b> Travel & Business Expenses	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 03/06/06, 12/19/18, 05/20/2020, 5/20/2022, 10/11/2023		<b>POLICY #:</b> EC-004	<b>PAGE #:</b> 1 of 6

**I. APPLICATION**

The provisions stated herein shall apply to employees of the Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It is the policy of the organization to reimburse employees and volunteers for business expenses in the fulfillment of their job responsibilities.

The rate of reimbursement for travel, lodging, and meals will be set by the Board.

Employees who use personal vehicles in the course of work must be licensed drivers and have their vehicles insured. Use of privately owned vehicles to conduct agency business shall be done only upon approval of the Program Supervisor.

Other appropriate expenses will be reimbursed for actual costs incurred.

1. Meals will be reimbursed for out-of-county or out-of-point of employment travel according to Travel and Business Expense Limits (see Exhibit B). Request for meal expenses for special events within the county must be approved in advance by the program supervisor and noted on the expense form. Reimbursement will not be made for alcoholic beverages.
2. Mileage will be reimbursed according to the Mileage Chart (see Exhibit C), or for actual mileage incurred for locations not specified on the Mileage Chart if odometer readings are properly listed. Employees will not be paid for travel between their place of residence and point of employment, except as approved for special cases.
3. Workshop and conference requests should be submitted to your Program Supervisor on the Inservice Conference Request (see Exhibit D), who will make the initial approval/disapproval. The next level of supervision will make final determination, except for out-of-state travel, which will require the approval of the executive director.
4. Employees will obtain prior approval for all expenditures. However, there may be, from time to time, expenses arising from medical emergency or other special situation, such as, program materials that could be purchased while attending a conference. In these situations, an employee should use their own judgment as to whether or not the cost is justifiable. However, it should be realized that for such expenditures, the employee does undertake the risk that they

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could be disapproved and not reimbursed.

**III. NOTIFICATION/PROCEDURE**

**WHO**

Employee

**DOES WHAT**

1. Employee whose point of employment/home office varies during the month, shall submit to their program supervisor, a schedule of points of employment. The program supervisor shall then utilize the schedule in reviewing the Expense Documentation Form (Exhibit A) to determine if reimbursable expenses have been incurred.
2. For routine in-county travel, an employee will record daily mileage and other expenses incurred while on duty for approved agency business on Expense Documentation Form (see Exhibit A). Mileage utilized should be according to that shown in mileage chart (see Exhibit C), or the exact mileage for destinations not published. Odometer readings for travel not on the Mileage Chart must be used or reimbursement for that travel site.
3. For out-of-county travel within the state, employees should request prior approval from the employees immediate program supervisor. Mileage should be recorded the same as in-county travel.
4. Meals and other expenses will be reimbursed in accordance with Exhibit B (Employee Reimbursement Limitations) and must be submitted on Exhibit A (Expense Documentation Form) Receipts must be attached to Exhibit A (Expense Documentation Form) for reimbursement to occur.

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**III. NOTIFICATION/PROCEDURE (continued)**

<b>WHO</b>	<b>DOES WHAT</b>
Employee	<ul style="list-style-type: none"> <li>6. For out-of-state travel, prior approval will be obtained from the executive director/designee. The request should be forwarded through the proper organizational channels.</li> <li>7. Employees traveling to the conference or workshop should also refer to Section B below.</li> <li>8. Signs documentation form(s) and submits to program supervisor for review, approval, and signature by the third working day of the month.</li> </ul>
Program Supervisor	<ul style="list-style-type: none"> <li>9. Reviews and approves, by signature, all travel expenses.</li> <li>10. Totals under \$10.00 should be reimbursed from Petty Cash or submitted with other expenses in the next month.</li> <li>11. Submits to billing clerk for processing no later than the fifth (5th) working day of the month.</li> </ul>
Billing Clerk	<ul style="list-style-type: none"> <li>12. Reviews, corrects, verifies computations and validity of charges and processes payment. Initials forms and notes, in writing, any changes or errors.</li> </ul>

**III. NOTIFICATION/PROCEDURE (continued)**

**CONFERENCES AND WORKSHOPS**

<b>WHO</b>	<b>DOES WHAT</b>
Employee	<ul style="list-style-type: none"> <li>1. Submits to immediate program supervisor a completed Exhibit D (Inservice Conference Request) including amount of advance requested.</li> </ul>

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| Program Supervisor | 2. Reviews the request and acts on the request; such as, approved as submitted or disapproval of certain anticipated expenses, or advance request.   |
|                    | 3. Forwards form to appropriate division director.   |
| Division Director  | 4. Acts on the request.  |
|                    | 5. Determines if overnight in-state accommodations in a hotel may be necessary when the workshop takes place outside the County and extends beyond one (1) day.  |
|                    | a. If projected expenses exceed \$500.00 dollars per employee, the division director must have approval of the executive director.   |
|                    | 6. Returns request to program supervisor, who, in turn gives a copy to the employee.   |
| Program Supervisor | 7. Registers employee for workshop/conference; department (registration fees, hotel accommodations etc.)   |
| Employee           | 8. On completion of workshop/conference, submits an Expense Documentation Form (see Exhibit A) with appropriate receipts, such as registration fees, meals, hotel, etc., and mileage by the third (3rd) working day of the month, as set forth above under the travel section of this policy. Reimburses BWDH for any advance that is not accounted for. |

**V. SPECIAL CONDITIONS**

1. Employees who wish to attend conferences and workshops that have been denied may do so on their own time and at their own expense, upon approval of leave time through the regular process.
2. All special unapproved expenses should be submitted the same as other expenditures except that the employee should attach a brief memorandum providing rationale for incurring the

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expense. The program supervisor reviewing the expense should consider the following before either approving or disapproving:

- a) Was the expense required for the fulfillment of the employee's job responsibilities?
  - b) Was it incurred during an approved activity?
  - c) Would the employee have incurred the expense even if he/she had not been on the job?
3. Exceptions to employee expense reimbursement limits will be allowed in cases where the employee obtains lodging in the same hotel as the conference location or meals are included during the conference with a set price. In these cases, the full amount paid for the lodging or meals will be reimbursed.
4. Meals during in-county workshops will be reimbursed only if required as part of workshop attendance. Other in-county meals may be reimbursed in special cases upon approval of employee's program supervisor.

**IV. EXHIBITS**

- A. <S:\Forms\Employee Forms\Expense Documentation Form .docx>
- B. <S:\Forms\Employee Forms\Travel & Business Expense Limits.docx>
- C. <S:\Forms\Vehicle forms\Mileage Chart 03.15.05.docx>
- D. <S:\Forms\Training forms\Inservice conference request.doc>