

Travel, Safe Driving, Training and Education Policy

Section 1 – Purpose

This policy defines the rules Pittsylvania County and the WPWDB follows to approve and reimburse WPWDB employees/sub grantees, board members, trainers, individuals and approved volunteers utilizing WIOA funds for travel expenses, training and continued education classes that are related to the performance of official WPWDB business. This policy applies to all WPWDB employees, Board members, trainers, individuals and contracted providers with **no exceptions**.

Section 2 – Travel Authorization

Expenses for travel outside of the WPWDB's region shall not be incurred without the prior approval of the CEO. Prior approval must be obtained to assure that the funds are available in the budget.

Section 3 – Use of WPWIB Credit Cards

The WPWDB encourages the use of WPWDB credit cards when traveling on WPWDB business. The credit cards can be used for registration, rooms, meals, gasoline and other expenses. The use of WPWDB credit cards helps eliminate the need for cash advancements and allows expenses to be charged directly to the WPWDB. **Individuals are ultimately responsible for all charges placed on the WPWDB's or sub grantee's credit card. Therefore, if an employee/sub grantee fails to produce receipts for charges placed on the WPWDB's or sub grantee's credit card before the charges are due to the credit card company, the employee/sub grantee will be financially responsible for these charges.**

Section 4 – Registration Fees

Requests for payment of registration fees shall be submitted as far in advance as possible. The WPWDB/sub grantee will pay registration fees by credit card or check. In the event an individual pays a registration fee, reimbursement shall be made to the individual. The registration fee shall be submitted on the Travel/Training Expense/Reimbursement Form with a receipt or copy of a cancelled check attached.

Section 5 – Mileage Reimbursement for use of Personal Vehicle

If a WPWDB vehicle cannot be provided, the WPWDB will reimburse the employee/sub grantee for mileage expenses incurred on their personal vehicle at the Fiscal Agent's current mileage rate for staff, sub grantees, and board members. The employee/sub grantee must document the number of miles traveled and record those on the Travel/Training Expense/Reimbursement Form. All mileage records should be accurate and are subject to review and approval.

The WPWDB's mileage rate will change to conform to Pittsylvania County's without Board action. The effective date of change will be the same as the State's effective date of change.

Section 6 – Overnight Lodging

Hotel accommodations are typically charged to the WPWDB's or sub grantee's credit card. Generally, the reservation will be made at the hotel where WPWDB business/training is being conducted. This saves the employee/sub grantee travel time and parking fees. In the event there are no vacancies at the hotel where the business/training is being conducted, care will be used in the selection of another lodging facility to ensure the WPWDB is receiving the best possible rate.

Section 7 – Meals

Employees/sub grantees should not spend more than the per-diem amount for meals designated by Executive Committee. The CEO must approve any variation from this.

Meal expenses must be reported on the Travel/Training Expense/Reimbursement Form and receipts attached.

Section 8 – Air Travel

Air travel requires the advanced approval of the WPWDB CEO. All employees/sub grantees are expected to travel economy class and reservations should be made as far in advance as possible. Air travel charges may be paid by the WPWDB credit card or check. In the event an employee/sub grantee pays air travel charges, reimbursement shall be made to the employee/sub grantee. Air travel expenses must be reported on the Travel/Training Expense/Reimbursement Form with a receipt.

Section 9 – Car Rental

Car rentals should be arranged in advance and should be at the government rate. Car rental charges will be paid by the WPWDB credit card or check. In the event an employee/sub grantee pays car rental charges, reimbursement shall be made to the employee. Car rental expenses must be reported on the Travel/Training Expense/Reimbursement Form with the car rental contract and/or receipt attached.

Section 10 – Other Expenses

While traveling on official business for the WPWDB, employees/sub grantees may incur expenses for parking, tolls and gratuities. A receipt is only required if the expense exceeds \$5.00. These expenses must be reported on the Travel/Training Expense/Reimbursement Form with receipts, if required.

Section 11- Continuing Education Classes

The WPWDB will pay the cost of tuition and books for classes that a full time, permanent, WPWDB employee enrolls in that are related to the job responsibilities of the employee's current position or a position to which it is anticipated the employee may be promoted, provided the employee successfully completes the course with a grade of at least a "C" average.

Upon completion of the class the employee must submit proof of completion and/or a copy of their grade to the CEO. This information will be placed in the employee's personnel file. If the grade is less

than a “C” average, the employee may be required to make reimbursement to the WPWDB for the tuition and cost of any books.

The employee shall submit a WPWIB requisition with a copy of the registration form attached, **signed and approved by the Department Head and WPWDB Administrator**, to the Purchasing Department. Requests for books shall also be submitted on a WPWDB requisition. The WPWDB will pay the tuition and cost of any books. In the event an employee pays the tuition or cost of books for a class that has been approved by the Department Head and WPWDB Administrator, the WPWDB will reimburse the employee. A copy of the registration form and a receipt must be provided.

Section 12 – Expense Reports

All requests for reimbursement must be submitted on the Travel/Training Expense/Reimbursement Form, with receipts and other supporting documentation attached. The Travel/Training Expense/Reimbursement Form must be signed and approved by the CEO.

Any questionable expenses will be referred to the CEO. If the WPWDB CEO determines that any claimed expense is unreasonable, the CEO may disallow WPWDB payment for a portion of that expense and require the employee to pay the difference. An example of an unreasonable expense would be ordering room service at a hotel when the hotel restaurant is open.

Section 13 – Abuse of Policy

Abuse of this policy, including falsifying expense reports, may be grounds for disciplinary action, up to and including termination of employment.

Section 14 – Safe Driving

Your primary responsibility when driving a motor vehicle for the WPWDB is driving the vehicle safely. For the good of all our employees and the community in which we operate, it is our WPWDB policy that you not engage in activities that cause you to become distracted from this responsibility and that you comply with safe driving laws, including but not limited to:

- Use seat belts at all times. Let other workers ride with you only when the vehicle has a seat belt for each person.
- Always drive within the speedlimit.
- Do not drive if you are fatigued.
- Be familiar with the maintenance procedures for all vehicle systems.

It is recommended while you are driving, you do not:

- Use a cell phone unless hands free as permitted by law
- Use a computer or electronic handheld device
- Adjust the controls of a radio

- Search for items in the vehicle such as CDs and coins
- Eat or drink beverages
- Read maps or other printed material

It is required that in all circumstances you pull the vehicle over to the side of the road prior to engaging in these activities. A violation of the WPWDB's distracted driving/driver safety policy is as serious as (and has similar consequences to) a violation of a safety policy on the WPWDB's premises.

Throughout your employment with the WPWDB, you are required to immediately report to your direct supervisor or CEO, any complaints or charges made against you as well as any legal charge, including traffic violations, arrest and/or conviction you incur. Failure to do so will, in all likelihood, result in termination of your employment with the WPWDB.

The WPWDB reserves the right to require you to provide a current MVR check at any time throughout your employment.