work systems	Organization Policy ☒ Standard Operating Procedures ☒

Topic: Travel

Date: April 1, 2026	☐ New ☒ Revised	Page 1 of 9

Overview

Worksystems will pay all reasonable costs incurred by employees when conducting business on behalf of the organization. Worksystems' employees are expected to use good judgment in their expenditure of public funds. The intent of this policy is to ensure that individuals traveling on behalf of organization business do not lose or gain personal funds because of that travel.

Travel expenses must be allowable to the funding source(s) being charged. When Federal funds are the funding source for the travel, all conflicts between the Federal travel rules and Worksystems' Local and Overnight Travel policy will side with the Federal travel rules. This policy applies to employees, Board members and subrecipients (collectively referred to as 'employees' throughout).

Contents

Definitions

Worksystems "business": Defined as authorized attendance at conferences, meetings and seminars, or for any other purpose in connection with official responsibilities. Business travel may include day trips and trips requiring one or more overnight stays.

Local Travel: Defined as travel within the State of Oregon or within the State of Southwest Washington.

Travel Pre-Authorization

All employee travel that involves an overnight stay, involves travel beyond 150 miles from the primary workplace, or is beyond the definition of *Local Travel*, noted above, must be pre-authorized using the most current *Employee Travel Pre-Authorization and Advance Request Form*.

Travel Arrangements

Travel arrangements are the responsibility of the employee. Travel arrangements should be made as far in advance as possible to obtain the best fares and rates possible. If travel arrangements must be canceled for any reason, the person who made the arrangements will cancel them as soon as is reasonable and feasible to prevent Worksystems from incurring unnecessary costs.

Transportation

Employees will use whatever mode of transportation is the most logical and least expensive. Consideration should be given to distance, time and total cost to the organization.

If an employee elects to use a mode of transportation other than the most logical and the least expensive, Worksystems will pay only the cost of the most logical and least expensive mode (efficient use of time and other costs considered). The difference between the selected mode and the least expensive mode shall be considered the employee's personal expense; any additional lodging and meal expenses resulting from the employee's selection will also be paid by the employee. In addition, the employee will charge any additional time spent in route during normal work hours to Paid Time Off (PTO) leave. This paragraph does not apply to accommodations made under the Americans with Disabilities Act.

Air Travel

Worksystems will cover the cost of coach class tickets. Preference is given to purchase fully re-fundable tickets if available. Any upgrades or enhancements are personal expenditures and will not be paid for by the organization. Individual employee choice on selection of carrier will be permitted as long as the organization pays the lowest applicable fare with consideration for reasonable routing.

Foreign air travel is not allowable except with prior written approval from the funding agent for the funding being utilized to pay for the travel. All air travel, both domestic and Grant Officer-approved foreign travel, must comply with the Fly America Act (49 USC 40118), which states that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a US Flag air carrier if service provided by such carrier is available.

Unused Tickets

All tickets that are unused for any reason should be returned to the Fiscal Department with the updated *Employee Travel Reimbursement Request*.

Frequent Traveler Awards

Frequent traveler awards are the property of the individual traveler. However, individual airline and routing preferences will not be honored for the sole purpose of accruing mileage or other frequent traveler benefits when lower fares and equivalent service are available using another carrier.

Employees are permitted to retain the use of frequent flyer upgrade coupons earned from business travel however, additional expenditures for a higher-priced fare for the purpose of upgrading are not reimbursable. If employees wish to use a frequent flyer upgrade coupon and additional costs are incurred, they will be required to pay the difference between the discounted fare and the full coach fare.

Ground Transportation/To and From Airports/Stations

The most reasonable, economical mode of transportation to and from airports/stations should be used. Employees should share ground transportation whenever possible and make use of public transportation if available. Airport shuttles, vans and taxi/car share services are allowed but cost should be considered. If the employee requires and justifies the use of a rental car, it is anticipated that all local travel at or near the travel site will be by use of the rental car. When using ground transportation, the fare plus reasonable tip is the reimbursable cost.

Rental Car

The use of rental cars is allowable when the use is more time- or cost-effective than airline or rail-travel, or when other modes of transportation are not available. When traveling by air or rail, a car may be rented to reach the final destination if doing so would be less expensive than the combined business purpose cost of taxi/car share, buses or shuttles used during one's stay, or there is a documented business need.

When a rental car is determined to be the best mode of transportation during a trip, employees must rent the compact class size of car and must purchase the Loss Damage Waiver coverage from the rental firm (if available) for the period the rental car is used for business purposes. Only where there are ample passengers traveling in the vehicle will any larger class vehicle be considered for reimbursement. If a vehicle larger than a compact vehicle is rented, documentation justifying the additional cost must be submitted for reimbursement. That documentation should be submitted with the receipt for the actual rental and Worksystems will cover the base rate. Worksystems will also always reimburse for the Loss Damage Waiver costs.

Should a rental car accident occur, immediately contact:

- The rental car company, in accordance with the rental contract
- Local authorities, as required
- Employees' personal insurance company, as applicable
- Worksystems Human Resource designee

Vehicle Transportation

Employees requiring *Local Travel* transportation for the completion of their assigned duties may either use mass transit, car share service (Uber/Lyft/taxi), local flex-car options (Zipcar) or be reimbursed for the use of their privately-owned vehicle. *Local Travel* transportation will be considered as all required travel below 150 miles of the primary workplace.

The request for reimbursement for mileage claim must detail the business purpose and as applicable the names of individuals involved in the allowable business activity. Monthly mileage reimbursement submission is preferred, at a minimum mileage reimbursement must be submitted quarterly during the fiscal year and must be submitted within 30 days of the organization's fiscal year end June 30, or within 30 days of a grant end-date, whichever is the earliest.

Personal Vehicle

Employees will be compensated for the use of their private vehicles at the IRS standard mileage rate in effect at the time of the local travel. Mileage will be calculated as follows (work from home/offsite locations):

- **Home → Meeting → Home**
  If an employee travels directly from home to a business meeting and returns directly home, the full round-trip mileage is reimbursable.
- **Office → Meeting → Office (→ Home)**
  If an employee travels from the office to a business meeting and returns to the office, only the mileage between the office and the meeting is reimbursable. Travel from the office to home at the end of the day is not reimbursable.
- **Home → Meeting → Office (→ Home)**
  If an employee travels from home to a business meeting and then returns to the office, the mileage from home to the meeting and from the meeting to the office is reimbursable. Travel from the office to home is not reimbursable.
- Commuting to and from the office from home is not a reimbursable expense for employees.
- When personal detours occur during business travel, reimbursement will be limited to the mileage directly associated with the business-related portion of the trip.

When travel by private automobile involves an overnight stay or travel beyond 150 miles from the primary workplace (which requires a completed Employee Travel Pre-Authorization and Advance Request), reimbursement is made based on the miles traveled. If use of a personal vehicle is chosen over other commercial transportation to save time, to transport equipment, or to reduce costs when several people are traveling together to the same destination, such justification should be stated in the travel request.

When travel by private automobile is for the convenience of the traveler, reimbursement is not to exceed the cost (or sum of the costs for more than one traveler) of round-trip coach airfare, plus the reasonable costs of ground transportation.

The IRS mileage allowance covers all operating costs of the vehicle (including insurance); therefore, no other vehicle expense reimbursements will be made. However, tolls and fees such as ferry, bridge, tunnel, road and parking charges will be reimbursed if noted in the *Travel Reimbursement Request Form*. No fees or fines for any type of traffic/parking violation will be reimbursed.

No employee that does not have a current and valid operator's license for their state of residence will be permitted to operate a vehicle while conducting organization business. No employee may operate a vehicle unless that person and all passengers wear safety belts; further no employee may engage in text messaging while operating their personal vehicle, a flex vehicle, or rental car for organization business. Employees operating a vehicle on Worksystems business shall operate it in a reasonable, safe and law-abiding manner.

Employees utilizing privately owned vehicles for business must carry personal auto insurance that meets the minimum requirements of their state of residence. The employee's personal auto policy limits are the only coverage available to the employee while driving their personal vehicle on business, as Worksystems assumes no liability for its employees while driving their vehicle or a flex vehicle on organization business. No employee may transport any customer/participant in his/her personal vehicle.

Car Share/Flex Car Service

Employees will be reimbursed for individual incidents of car share/flex car vehicle use. Employees will not be reimbursed for car share/flex car annual or periodic membership fees. When a car share/flex car service is used a detailed receipt is required that shows date of use (which must align with the employee's calendar and expense reimbursement log) and miles driven.

Meals

Overnight Travel

Travelers are allowed a per diem allowance based on the Federal per diem rate for meals and incidental expenses in effect on the date of overnight travel for the destination city. A complete day is defined as any day that requires the employee to leave (or not be at) their primary residence at 7:00 a.m. local time of their primary residence and return to (or not be at) their primary residence later than 7:00 p.m. of the time zone of the trip's destination city. Per Diem amounts should be prorated for partial days.

To determine the allowable per diem rate for the destination city, use the U.S. General Services Administration website at: GSA Per Diem Rates. The site is updated annually on October 1 (beginning of Federal fiscal year). When completing the *Employee Travel Pre-Authorization and Advance Request*, employees should determine the appropriate per diem rate for the destination city.

On the home page enter the city and state of travel; make sure that the current Federal fiscal year is selected. Federal fiscal years run October 1 through September 30. For example, Federal fiscal year 2026 runs October 1, 2025, through September 30, 2026.

Search by city, state, or ZIP code

Required fields are marked with an asterisk (*).

For fiscal year: *

2026 (Current federal fiscal year)

State: Oregon

City: Portland

At the page for the destination city, scroll down to the Meals and Incidental (M&IE) Breakdown to find the per diem details:

Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Portland	Multnomah	$74	$17	$18	$34	$5	$55.50

Using the M&IE breakdown determine the per meal reimbursement for the daily rate. The meal per diem includes tips for food service. The per diem for Incidental Expense (IE) covers fees and tips given to porters, baggage carriers, bellhops, and hotel maid service.

Any meal costs that are included in the cost of the conference or are provided by another person at their cost should be excluded for the employee per diem amount. If the employee provides payment and evidence of an allowable group (2 or more) business meal, the employee must reduce the per diem amount for that meal from the reimbursement request.

Business Meals – Overnight or Local

Business meals are defined as a meal consumed by an employee while conducting organization business. These business meals are an allowable cost and will be reimbursed when supported by an approved expense reimbursement and detailed restaurant receipt (stub or credit card receipts cannot be used as the sole source to document meals). Additional documentation that must be submitted for business meal expenses include: Nature of business conducted, names and business affiliations of all present.

Lodging

Hotel Reservations

Payment for hotel lodging is allowable when the travel destination is outside of the State of Oregon/SW Washington or when the *Local Travel* destination is beyond 50 miles from the primary workplace and the business purpose of the trip (e.g. multi-day conference) requires an overnight stay. Any trip requiring an overnight stay requires the completion of the *Employee Travel Pre-Authorization and Advance Request Form*.

Employees should select modestly priced (for the destination city) accommodations. Some lodging providers allow for reduced rates for non-profit organizations. These and all other available discounts should be pursued. All lodging whether paid on-site or pre-paid, requires documentation that the lodging was used.

Cancellation Procedures

It is the responsibility of the employee to cancel any room reservation that will not be used. A record of the cancellation number should be kept in case of billing disputes.

> **Note**: Cancellation time deadlines are based on the location of the property and cancellation fees may apply.
>
> **Caution**: If an employee fails to cancel a reservation in a timely fashion, they may be held responsible for any cancellation fees. A written explanation for any failure to cancel timely must be included with reimbursement records.

Business Expenses

Worksystems will pay for goods and/or services deemed necessary for the completion of organization business, such as copies, computer usage, internet access, etc. Where feasible, employees should attempt to anticipate the need for supplies and take whatever they will need with them. Worksystems will also pay for printed materials or other training materials that may be available for sale at seminars, conferences, etc., if the materials are of benefit to and remain the property of the organization.

Personal Expenses

Personal expenses will not be reimbursed. In addition to those items identified as personal expenses throughout this policy, examples include – but are not limited to – in-room movies, spas and gyms, optional quasi-social functions or events in connection with a conference, laundry or dry cleaning (for less than 5 business travel days), miscellaneous sundries, or other items of a personal nature.

Travel Advances

Travel advance requests are made using the *Employee Travel Pre-Authorization and Advance Request Form* at the time that travel approval is sought. At the completion of the travel, employees are to reconcile their travel expenses by completing the *Trip Travel Reimbursement Request Form*. If the reconciliation shows that travel advance funds were more than actual travel expenses, the employee must reimburse Worksystems for the over-advance.

Travel with Companion

Worksystems will not reimburse personal, spouse, or companion travel and other related personal travel expenses. The employee is responsible for allocating only their portion of business-related expenses on the *Employee Travel Reimbursement Request Form*.

Combining Business Travel with Personal Travel

Worksystems will only reimburse the business portion of a trip when that trip is combined with personal vacation travel. Only receipts from the business portion of the trip are to be submitted. Worksystems will not approve or reimburse any costs that would be additional as compared to if the trip were solely business purposes.

Parking

Worksystems will reimburse the actual cost of parking when it is required for conducting business activity. Such cost will be reimbursed when use of the employee's personal vehicle or flex vehicle is required and where such costs are reasonably documented. Receipts are required for all parking expenses.

When extended or overnight vehicle parking is necessary, employees should find the lowest reasonable available rate. For full or multi-day airport parking, only the amount equal to the lowest public parking rate will be allowed. This will typically be limited to the long-term economy parking rate. Short term parking rates will not be allowable for reimbursement for any full day, 24 hour or overnight rate.

Travel Policy Exceptions

Travel Policy exceptions may be approved by the Executive Director or COO on a case-by-case basis to meet organization business needs. There must be sufficient written documentation as to the necessity of the policy exception and it must be signed by both the requesting staff and the approving staff. Approvers may not sign policy exceptions for themselves. Policy exceptions must be allowable to the funding source being charged.

General Statement of Disallowed Costs

In addition to the statements of unallowable expense reimbursement noted throughout this policy, Worksystems will not reimburse for expenses incurred for the sole benefit of the traveler such as valet service, entertainment, movie rentals, etc., or for lost or stolen cash or other personal property.

Documentation

It is the employee's responsibility to use the correct reimbursement form and attach reasonable verification of expenses and justification for all travel costs.

Forms

- **Employee Travel Pre-Authorization and Advance Request Form**: Completed when travel requires an overnight stay, involves travel beyond 150 miles from the primary workplace, or is beyond the definition of *Local Travel* (State of Oregon and SW Washington).
- **Employee Travel Reimbursement Request Form**: Completed for reconciliation of expenses when an *Employee Travel Pre-Authorization and Advance Request Form* has been submitted.
- **Local Travel Reimbursement Request Form**: Completed for travel reimbursement that is not associated with an *Employee Travel Pre-Authorization and Advance Request*. Expenses include: personal vehicle mileage; parking fees; car share/flex car services; train; conference fees; meals and lodging associated with a mileage/car share/flex car/train expense reimbursement request. Reimbursement requests for conference fees, meals and lodging that are not associated with a travel expense such as mileage/car share/flex car/train service requires the completion of a *Check Request Form*.

Receipts

- **Air Travel**: Air travel e-ticket, paper ticket and verification of boarding pass (screen shot of digital pass or paper copy).
- **Car Rental**: Detailed and original car rental receipt.
- **Flex/Car Share/Taxi**: Detailed receipt which shows use date, miles traveled and aligns with the *Local Travel Reimbursement Request* submitted.
- **Overnight Travel Meals – Employee**: No receipts are required for per diem reimbursement; service fees/tips are included within the per diem allowance.
- **Overnight Travel Meals – Employee + Others/Business Purpose**: Detailed restaurant receipt plus nature of business conducted and names and business affiliations of all present. Service fees/tip should not exceed 20 percent. No additional, per diem reimbursement for the meal will be allowed.
- **Local Business Meals**: Original detailed receipt showing the date, total amount, the names of meal attendees, and justification of the cost (business purpose). Service fees/tip should not exceed 20 percent.
- **Lodging**: Original hotel detailed receipt.
- **Parking**: Original receipt from lot or meter.
- **Registration/Conference and Other Fees**: Original receipt from vendor.

Missing Receipts

Missing detailed receipts may be reimbursed at the discretion of Worksystems with the approval of the COO or Executive Director and require a *Missing Receipt Affidavit Form,* with a detailed description, justification, date, amount and attendees list (if applicable).