

**LAKE MICHIGAN AIR DIRECTORS CONSORTIUM**

# **TRAVEL POLICY MANUAL**

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Lake Michigan Air Directors Consortium  
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## **I. GENERAL POLICY**

### **A. Background**

The purpose of this manual is to establish the policies and procedures of the Lake Michigan Air Directors Consortium (LADCO) concerning authorized travel expenses for employees incurred while conducting business on behalf of and for the benefit of LADCO. These business trips are domestic and, under exceptional circumstances, international. Employees traveling on LADCO business are entitled to transportation, hotel accommodations, and services, as needed, which meet reasonable and adequate (not lavish) standards for convenience, safety, and comfort. Employees are expected to use discretion and good judgment regarding expenses charged to LADCO. These policies will be consistently adhered to irrespective of the funding source (i.e., with monies from federal or non-federal sources). It is the responsibility of all LADCO employees to comply with the policies and procedures in this manual. It is the responsibility of the Executive Director to ensure that these policies and procedures are implemented.

### **B. Related Personal Travel**

Any personal expenses incurred during, before, or after official LADCO business are the responsibility of the employee. If the employee wishes to take a side trip before or after the official LADCO business trip, then any expenses associated with these trips are the responsibility of the employee.

An employee may extend a business trip over a weekend when attending a meeting or conference that begins on a Monday or ends on a Friday. LADCO will reimburse the employee for authorized travel expenses associated with such trips provided there is a net savings to LADCO. Such travel expenses must be approved in advance by the Executive Director.

An employee may combine vacation or personal leave with a business trip, if it is approved in advance by the Executive Director, including first completing a necessary request form (see Attachment A) and then having it signed by the Executive Director. LADCO will reimburse the employee for authorized travel expenses associated with the business portion of such trips provided there is a net savings to LADCO. LADCO is not responsible for any costs (e.g., transportation, lodging, or meals) associated with the vacation or personal days.

### **C. Traveling Companions**

Any additional costs associated with an employee's traveling companion cannot be charged to LADCO and are the responsibility of the employee (i.e., spouses/guests traveling with LADCO employees are responsible for paying their own individual expenses).

## **II. TRAVEL PROCEDURES**

### **A. Approvals**

All travel must be approved in advance by the Executive Director. (For international travel to be paid for with federal funds, the Executive Director must ensure that prior approval from the appropriate federal agency is obtained.) It is the responsibility of all LADCO employees wishing to travel to obtain any necessary approval from the Executive Director, and to prepare, in conjunction with the Administrative Assistant, a Travel Authorization Form (Attachment B).

### **B. Reservations**

All reservations, including airline, hotel, car rental, and other, will be made by the Administrative Assistant, unless otherwise agreed to by the Administrative Assistant. A Travel Authorization Form will be required prior to finalizing reservations. If an individual makes their own reservations, then a signed Travel Authorization Form must be obtained prior to the travel occurring. (Note, E-reservations will follow the same procedures.)

### **C. Airline Travel**

Whenever air transportation is used, reservations should be made as far in advance as possible and the lowest airfare should be used. (For international travel to be paid for with federal funds, the traveler must adhere to the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. 1517, commonly referred to as the Fly America Act [i.e., use of a U.S. flag carrier across the ocean.] Lower cost is not a justification for using a non-U.S. carrier.)

### **D. Automobile Travel**

Whenever a personal automobile is used, reimbursement will be made at a cost-per-mile basis, in accordance with the current Internal Revenue Service rate (\$0.51 per mile for 2011). Tolls and parking fees will also be reimbursed. Reimbursement will not exceed the amount of coach airfare and associated costs (e.g., transportation costs to and from the airport).

### **E. Car Rental**

Employees may rent economy-class vehicles (i.e., less than or equal to mid-size). When three or more travelers share a vehicle, rental of a full-size sedan is authorized.

When renting a car in the U.S., the collision damage coverage should be waived, if the employees' personal automobile insurance will provide this coverage. LADCO will reimburse the traveler for liability insurance, if it is charged separately. When renting a car in a foreign country, the full package of insurance offered by the rental agency should be obtained. LADCO will also reimburse the traveler for any gasoline charges. A receipt must be obtained and submitted with the Expense Report (Attachment C) in order to be reimbursed for car rental and gasoline expenses.

If an employee uses a rental car for personal use and, as a consequence, there are additional costs (e.g., a mileage charge could occur when a traveler uses an authorized

rental car for sight-seeing purposes during a weekend), then these costs are the responsibility of the employee.

### **F. Frequent Flier Mileage**

Employees are authorized to accumulate frequent flyer miles for their personal account. Under no circumstances shall this influence ticketing, be counter to LADCO's written travel policies, or unduly impact LADCO in any way.

## **III. TRAVEL EXPENSE POLICIES**

### **A. General**

It is LADCO's policy to follow generally the federal travel regulations and to ensure that all expenses are consistent with the responsible use of available resources.

### **B. Lodging**

It is LADCO's policy that actual, reasonable costs will be reimbursable for lodging expenses. Hotels of moderate and reasonable comfort should be sought, rather than deluxe or luxury hotels. Each traveler should use their best judgment in selecting a location and hotel to stay, recognizing that their health and safety are of paramount importance.

The Federal Per Diem rate authorized for lodging at that location should be used as a benchmark for what constitutes reasonable costs. LADCO is aware that as a nonprofit organization, the same reduced rates for the Federal Government or State Governments are not always available. Consequently, travelers will be reimbursed for the actual cost of their lodging costs plus taxes. A receipt must be obtained and submitted with the Expense Form in order to be reimbursed for lodging expenses.

### **C. Meals and Incidental Expenses**

It is LADCO's policy that actual, reasonable costs will be reimbursable for meals and incidental expenses. The Federal Per Diem rate authorized for meals and incidental expenses at that location should be used as a benchmark for what constitutes reasonable costs.

### **D. Miscellaneous Expenses**

It is LADCO's policy that actual, reasonable costs will be reimbursable for other travel-related expenses. Examples of other, allowable miscellaneous expenses include: taxi/shuttle fares to/from airport, parking fees, business-related photocopying and facsimiles, equipment rental, and one telephone call home each day away on travel.

Examples of expenses that are not allowable include: alcoholic beverages, parking fines or tickets, personal travel expenses, or personal medication.

All expenses must be listed on the Expense Report. Itemized receipts are required for all meals (Note: a credit card receipt is not sufficient). Itemized receipts are required for all other expenses over \$10.

### **E. Travel Advance**

It is LADCO's policy not to provide cash advances for business trips. LADCO does, however, provide its regular, full-time employees with an organizational credit card for their use. Any such credit card charges must be identified on the Expense Report. (Note, the organizational credit card shall not be used to pay for any personal expenses. Any personal expenses that are inadvertently charged to the organizational credit card are the responsibility of the employee.)

## **IV. REPORTING REQUIREMENTS**

### **A. Expense Report**

An Expense Report (Attachment C) must be submitted to the Administrative Assistant within 10 days of completing a business trip. Each traveler is responsible for preparing and submitting their own report. Each traveler is responsible for providing receipts to support all meal expenses and all other expenses over \$10. The traveler is also responsible for submitting all used and unused airline tickets purchased by LADCO or the traveler.

### **B. Trip Report**

A traveler may be asked to prepare a Trip Report (Attachment D) for certain trips, as determined by the Executive Director. The report will be due within 10 days of completing a business trip and submitted to the Executive Director.

## **V. THIRD PARTY REIMBURSEMENT OF TRAVEL EXPENSES**

LADCO employees may be asked to participate in outside meetings, seminars, lectures, or committees. These requests may include offers by a third party to pay travel costs (or portions thereof), registration fees, or an honorarium.

Participation in outside meetings, seminars, lectures, or committees must be approved in advance by the Executive Director. It should be noted that in accordance Article XVII of the LADCO By-Laws (March 1, 2004): "(t)he members recognize that there may be confusion as to the relationship of LADCO and its member states relative to the authority of LADCO to speak on behalf of its members or any individual member to speak on behalf of LADCO. Therefore, no member shall take a public or private position on behalf of LADCO or purporting to represent LADCO on any air quality or air modeling issue unless the members have reached consensus on such issues. In addition, the executive director and executive staff shall take no positions on any air quality issues or air modeling policy issues independent of the members. For any air quality or air modeling policy issue on which the members have reached consensus, the executive director and the executive staff may represent LADCO on any such issue consistent with the consensus reached by the members."

If it is deemed appropriate for a LADCO employee to participate in an outside event as part of their official duties, then offers by a third party to reimburse LADCO for employee

expenses may be accepted by LADCO. Any travel expenses not covered by a third party, will be covered by LADCO in accordance with LADCO's travel policies and procedures. If an employee is reimbursed or paid directly by a third party, then the employee's Expense Report shall clearly identify such expenses. LADCO employees should not accept any special benefits, such as first-class travel or luxury hotel accommodations.

LADCO employees may accept honorariums, if approved in advance by the Executive Director and if in compliance with LADCO's conflict of interest policy (see "Personnel Policies and Procedures Manual", Section VII. E).

## **VI. REIMBURSEMENT OF TRAVEL EXPENSES BY STATE EMPLOYEES**

It is LADCO's policy to provide travel support for its member States on an as needed and equitable basis, and in a manner consistent with the responsible use of available resources. To manage its travel funds, LADCO shall prepare an annual summary of state travel reimbursements and shall deliver this summary to the Board of Directors. As appropriate, the Board may direct changes in any future travel-related expenditures.

### **A. General Principles**

Consistent with its main purpose to "...provide technical assessments for and assistance to its member States on air quality issues, and to provide a forum for its member States to discuss air quality issues", LADCO shall:

- Hold meetings, workshops, and conferences as part of the general administration of the organization and to carry out its mission.
- Support attendance by its member States at LADCO sponsored meetings, workshops, and conferences. This support may include actual, reasonable costs for lodging, travel, and meals and incidental expenses. For LADCO sponsored meetings, workshops, and conferences, LADCO may provide certain services, such as meals, for which no reimbursement may be claimed by its member States.
- Support attendance by its member States at meetings, workshops, and conferences sponsored by other organizations which are related to and consistent with the mission of LADCO, including those sponsored by USEPA, NACAA, other state or multi-jurisdictional organizations, AWMA, and NTAA. This support may include actual, reasonable costs for registration, lodging, travel, and meals and incidental expenses.

### **B. Reimbursement Policy**

State employees seeking reimbursement from LADCO for travel-related expenses shall comply with LADCO's travel policies and procedures as outlined in this manual. Reimbursable expenses include actual, reasonable costs for registration, travel, lodging, and meals and incidental expenses. If necessary, then LADCO may limit the number of representatives from each state receiving reimbursement for a given meeting.

**ATTACHMENT A**  
**TRAVEL - VACATION COMBINATIONS**

Name \_\_\_\_\_

Dates/Purpose of Travel \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of Vacation \_\_\_\_\_

Justification of Expenses \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_

# ATTACHMENT B TRAVEL AUTHORIZATION FORM

TRAVEL ACCOUNT:  
TRAVELER:

PURPOSE OF TRAVEL:

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DATES OF TRAVEL:

**Airport:**

Airline/Flight#

Destination City:

Date:

Departure Time:           Arrival Time:

Notes:

**Hotel:**

Dates/Number of nights:

Confirmation:

Cancellation Policy:

Shuttle:

Hotel Phone:

**Car:**

Rental Company:

Confirmation:

Notes:

**Airport**

Airline/Flight#:

Destination City:

Date:

Departure Time:           Arrival Time:

Notes:



# ATTACHMENT D

## TRIP REPORT

Name of Traveler: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Purpose:

Organization Visited / People Contacted:

Observations/Findings:

Proposed Changes and/or Recommendations:

Other Comments: