

Washington Counties Insurance Fund

Policy: Travel Reimbursement Policy
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Travel

Upon traveling for a business related event, the company will cover the following expenses:

1. Transportation: The staff member may use the company car, and charge fuel and maintenance expenses to the company Business Visa. The company will also reimburse travel expenses at the IRS rate (which is established every year on November 1 for an effective date of January 1) if the staff member is required to take their own personal vehicle (See Travel/Expense Reimbursement for more information). Air travel for staff and rental vehicles are covered expenses.
2. Meals and Lodging: Includes one day prior to the event if the day is spent traveling to attend an event, the day of the event, and the day following the event if the day is spent traveling home. Room service charges are acceptable for the purchase of meals.

Travel Expense Reimbursement

If an employee is required to use their personal vehicle to travel for company business, they will be reimbursed for vehicle travel costs at the rate issued by the IRS. The employee, however, should always strive to use one of the two company vehicles before using their personal vehicle. After completing a business trip, if the employee is required to use their personal vehicle, they must fill out a Travel Expense Reimbursement Form. Mileage and any other business-related expense that the employee covers out-of-pocket should be documented and reported on this form, which they then must submit to the Executive Director for approval. All approved expenses will be processed and paid by check on the upcoming Friday.