

## Washington Counties Insurance Fund

**Policy:** WCIF Travel Policy  
**Original Issue:** June 5, 2009  
**Last Revised:** March 7, 2019

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### STAFF TRAVEL

When WCIF staff is required to travel for business related purposes, expenses will be paid (or reimbursed) based on this policy as stated below:

#### **Company Vehicles/Transportation**

Company vehicles (which includes vehicles rented for company use), are generally provided to support business related travel requirements and are to be operated ONLY by authorized WCIF employees. In all cases, company vehicles are to be operated in compliance with all motor vehicle laws and employees operating company vehicles must be properly licensed.

Personal use of a company vehicle is generally not allowed. Occasional personal use of company vehicles may be allowed if the use is incidental to the business use of the vehicle. Any occasional and incidental non-business use of a company vehicle must receive prior approval from the WCIF Executive Director.

WCIF staff members should use a company vehicle for business related travel when available. All fuel and maintenance expenses associated with business related travel should be paid using the company credit card when using a company vehicle. Itemized receipts for all charges placed on the company credit card should be retained and submitted in accordance with the WCIF Company Credit Card Policy.

If a company vehicle is not available, the employee may use their personal vehicle upon approval by the WCIF Executive Director. If an employee has received approval to use their personal vehicle, WCIF will reimburse the employee for mileage at the current IRS reimbursement rate upon the completion and submission of the appropriate Travel Expense Reimbursement Form. When using their personal vehicle for business related travel, all associated fuel and maintenance costs shall be paid by the employee. Employees shall not be reimbursed for use of their personal vehicle for their normal commute to and from the WCIF office.

All business related air travel and rental vehicles are covered expenses and should be paid using the employee's company credit card. Itemized receipts for all charges placed on the company credit card should be retained and submitted in accordance with the WCIF Company Credit Card Policy.

#### **Staff Meals and Lodging**

Meals and lodging expenses associated with business related travel should be paid using the company credit card. Itemized receipts for all charges placed on the company credit card should be retained and submitted in accordance with the WCIF Company Credit Card Policy. Covered meals include those consumed one day prior to the event for the portion of the day spent traveling to attend an event, the day of the event, and the day following the event for that portion of the day spent traveling home. Room service charges are acceptable for the

purchase of meals. Alcoholic beverages are not considered a business related travel expense.

If for any reason, business related travel expenses are paid by the employee, those expenses shall be reimbursed upon completion and submission of the appropriate Travel Expense Reimbursement Form and an itemized receipt for said expenses. Meal reimbursement will be based on actual costs only, and must be supported by an itemized receipt.

### **BOARD TRAVEL**

WCIF will reimburse WCIF related travel costs for all members of the WCIF Board of Trustees and/or their designated alternate (hereinafter "Trustee") based on this policy as stated below:

#### **Trustee Transportation**

Use of a Trustee's personal vehicle (or a vehicle provided by the Trustee's participating employer) for WCIF business will be reimbursed at the current IRS mileage reimbursement rate upon the completion and submittal of the appropriate WCIF Travel Expense Reimbursement Form. WCIF related air travel and rental vehicle expenses will be reimbursed upon submittal of the WCIF Travel Expense Reimbursement Form as well as itemized receipts for all charges.

#### **Trustee Meals and Lodging**

In cases where it is practical, event related meals and lodging for WCIF Trustees may be set up on a direct bill basis so that charges are paid directly by WCIF.


If not direct billed, all meals and lodging costs associated with WCIF related travel will be reimbursed at actual cost upon completion and submittal of the WCIF Travel Expense Reimbursement Form along with the required itemized receipts. Covered meals include those consumed one day prior to the event for that portion of the day spent traveling to the event, the day of the event, and the day after the event for that portion of the day spent traveling home. Room service charges are acceptable for the purchase of meals. Alcoholic beverages are not considered a business related travel expense.

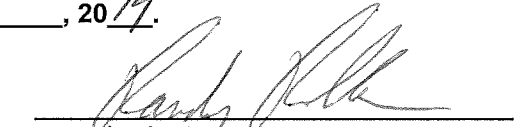
WCIF does not reimburse expenses for meals or lodging on a per diem basis nor are reimbursements allowed for "incidental" costs not specifically related to the meals or lodging. WCIF also does not reimburse for outside meals when those meals are provided as part of a meeting or conference.

Any additional meal or lodging costs generated by guests of Trustees are the responsibility of the Trustee and not reimbursable by WCIF.

**Approved by the Board of Trustees of the Washington Counties Insurance Fund on**

this 17<sup>th</sup> day of MARCH, 2019.

  
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Commissioner Bobby Jackson  
Chair, WCIF Board of Trustees

  
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Randy Rollins  
Vice Chair, WCIF Board of Trustees  
Executive