

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 4.1.9** **PAGE: 1 OF: 2**  
**SUBJECT: REIMBURSEMENT OF TRAVEL EXPENSES**  
**DEPARTMENTS AFFECTED: ALL** **APPROVED BY: JR**  
**ISSUED: 11-30-95 REVISED: 3-10-99, 3-24-00, 11-15-00, 01-01-02, 04-1-05, 07-01-07**  
**EFF. DATE: 12-16-95**

**PURPOSE:**

To provide a policy for the reimbursement of expenses incurred when traveling on Marklund authorized business.

**POLICY:**

The reimbursement rate for using personal vehicles for Marklund will be based annually every Jan. 1<sup>st</sup> on the state guideline. This amount will be reflected on our Travel Expenses Report.

The reimbursement under this policy only pertains to the employee whose vehicle is utilized, not to each passenger. All attempts should be made to pool passengers attending meetings, seminars, etc. Staff who are asked by their supervisor to attend meetings, seminars, conventions, etc., out of town may be eligible to receive a meal allowance. This allowance is not to exceed \$50.00 per day for meals and beverages (excluding alcohol). Any travel arrangements, including that for overnight lodging must be pre approved by the employee's supervisor. Every attempt should be made to attend seminars or conventions locally to minimize the cost.

A trip is defined as to and from the business location to which the employee is traveling on company business. This does not include normal commuting mileage to/from an employee's home when travel begins/ends at home. If the point of origin and return is Marklund, the reimbursable mileage is the total mileage accumulated. If the point of origin/return is the residence, the maximum reimbursable mileage is the lesser of the actual mileage, or the trip from Marklund. The exception to the previous statement is as follows: If an employee travels on Marklund business after their normal scheduled hours i.e.: evenings and/or weekends. The maximum reimbursable mileage will be the total miles traveled to and from the employee's home.

State and Federal taxes do not apply to mileage reimbursement.

**PROCEDURE:**

- 1) Each traveler seeking reimbursement must completely fill out a Travel Expense Report. No reimbursement will be made without one. A completed form will include the Employee's name, and the month the expenses were incurred. The Travel Expense Report must be signed by the employee and by their Supervisor for approval.
- 2) Every employee is responsible for filling out the form correctly. All columns must be totaled.

If an employee has a large amount of travel they should use multiple sheets, numbering them and putting totals on the bottom. If the Travel Expense Report is not filled out correctly, it will be returned to the Supervisor for correction. Payroll will not be responsible for totaling Travel Expense Reports for employees.

- 3) Employees must attach receipts for all expenditures in order to be reimbursed. This includes meals, lodging, taxi's, telephone, etc. If there is not a receipt, no reimbursement can be made for that expenditure.
- 4) Travel Expense Reports will be turned into Payroll at Marklund Administration, Geneva via courier or turned in with Employee's Time Card or E-Time edit report for the first pay date of each month for the previous month's expenses.
- 5) Proof of Automobile Insurance coverage.
  - a) Employees must attach a copy of current Insurance card with each Travel Expense Report.
  - b) Insurance card should show liability coverage of \$100,000.00 per person and \$300,000.00 per incident.