

# River Valley Child Development Services

## Travel Policy

Effective June 9, 2014

River Valley Child Development Services, hereinafter referred to as RVCDS, advances and reimburses travel expenses if the conditions of an accountability plan are met.

An accountability plan, under IRS guidelines requires expenses to meet the following three conditions:

1. **Business connection:** Expenses must be job-related.
2. **Substantiation:** Expense records must be detailed (I.E., time, place, amount and business purpose) non-itemized credit card receipts are not acceptable; airline ticket itineraries and receipts are acceptable.
3. **Return of unspent amounts:** RVCDS requires employees to return any advance payments in excess of substantiated amount within thirty days of receipt.

This three-part test applies to all business expense advances and reimbursement arrangements. Travel expenses may include mileage, tolls, parking, transportation, lodging, and meals.

Reimbursements in excess of IRS approved rates or in excess of substantiated amounts are considered part of a non-accountable plan and will not be reimbursed by RVCDS.

A standard tool of measurement (i.e. RandMcnally.com or MapQuest.com) will be used to calculate mileages. Mileage requested and reimbursed at distances greater than these standards will be considered unsubstantiated.

In order to meet requirements the following rules will apply:

- Travel to regular outreach sites is considered the employee's commute, is not tax deductible, and will not be reimbursed.
- Travel from employee's residence and first or last business contact of the day within the \*\*metropolitan area or assigned region where the employee normally works is the employee's commute, is not tax deductible and will not be reimbursed.

\*\*Refer to job description

(Note: It is each employee's responsibility to be aware of his or her metropolitan area and/or assigned region. (See the RVCDS website for

more information.) If reimbursement is requested and reimbursed in error, the employee will be responsible for any taxes determined to be due by the IRS.

- Overnight travel is a tax-deductible expense and will be reimbursed. This is the only situation where meals and/or lodging are allowed. Advances and reimbursements are contingent upon program availability. All overnight travel must be pre-approved by Program Director and Executive Director or designee. If an employee chooses a mode of travel that causes the agency to incur additional expense, the employee is responsible for paying the additional expense.
- International travel will not be approved.

