

Morgantown Monongalia MPO Travel Policy-Adopted May 17, 2018

From time to time employees may need to travel out of town and or overnight for training or meetings to represent the MPO's interests. It is the MPO's policy to trust the judgment of its employees, however, given that travel expenses may be considerable it is important that there be proper oversight of how and when these expenses are incurred. This policy distinguishes between three types of travel:

1) Types of Travel

Day to day travel-This travel includes travel within a three hour driving radius of Morgantown and which will not require the MPO to reimburse staff for more than one meal. (For example MPO Staff frequently needs to go to Charleston for meetings.) This type of travel may be to collect data, meet with WVDOH or other parties the MPO may need to coordinate with to perform its functions. Approval of this type of travel is at the discretion of the Executive Director.

Out of Town Travel-shall be considered any travel outside of a three hour drive of Morgantown, and for which staff anticipates requesting reimbursement for more than one meal, but which does not require overnight travel. Such travel is at the discretion of the Executive Director who shall inform the Policy Board Chairman of the need for travel at least three days prior to the actual travel. In the case of an emergency or if the Policy Board Chairman is unavailable the Executive Director will notify the Chairman as soon as is practically possible.

Overnight Travel-Overnight travel is any travel that requires the employee to stay in a place other than his residence. Overnight travel may be associated with either training or representing the MPO to an outside agency. If the Executive Director determines that overnight travel is justified he shall notify the Policy Board of the proposed travel by email providing enough time (at a minimum three days) for the Policy Board to respond to him or the Policy Board Chairman with any concerns they may have about the proposed travel. In the rare instance that a meeting the Executive Director determines is an emergency arises on short notice he may authorize the travel and notify the Policy Board of the meeting. The notification will explain the emergency that required him to approve the travel.

2) Eligible Expenses:

Professional training expenses-Payment of fees for seminars or classes to maintain credentials or to acquire up to date professional information.

Travel by automobile or public transportation including bus, train, and air. Transportation costs will be reimbursed or paid at the cost of the service. In the event of an employee using a personal vehicle the employee may be reimbursed at the IRS established mileage rate.

Meals-Meals within Monongalia County unless they are an integral part of a training session or required meeting, alcohol, and entertainment are NOT eligible expenses for reimbursement or payment by the MMMPO. Meals for overnight or out of town travel will be reimbursed to the employee or may be charged to the MPO's credit card.

Hotel Expenses-The MPO credit card may be charged or an employee may be reimbursed for hotel expenses related to the attendance at a conference or meeting for which the Policy Board has been given adequate notification. In either case it is the Executive Directors responsibility to ensure that the rate paid is in accordance with sound financial practices.