

## EAST CENTRAL REGIONAL TRAVEL GUIDELINES

March 15, 2004

The purpose of the Regional Travel Account is to provide an easy method of reporting and charging travel in the region. Each staff member is asked to evaluate each trip as to its necessity and expected accomplishments. The best use of time or money is to combine trips and to accomplish as much as possible.

### Administration of the Regional Travel Account

1. The East Central Regional Director's Office will work with County Program Directors to monitor and manage the Account.
2. Distribution of travel checks and regional travel accounting will be performed by the St. Charles County Extension Center with oversight by the Office of the East Central Regional Director.
3. The Regional Director's Office will prepare year-to-date reports on a quarterly basis to inform CPDs and Extension Councils of the status of their Travel Accounts.
4. Disagreement will be referred to the Regional Director for resolution.

### Specialist Responsibilities and Rules

1. Monthly, each staff person will complete a **Regional Travel Worksheet** (including destination, trip purpose, total miles, and subsistence). Staff persons may submit the worksheet to the local Secretary/Bookkeeper for data entry into the Regional Travel database or may enter data themselves. Travel Worksheets are to be sent to the Regional Director's Office no later than 60 days after the date of the travel. Worksheets sent in later than 60 days after the travel date will be paid at the discretion of the local county Extension Council. Any questionable travel will be deducted and paid following resolution of the disagreement. Any questionable travel will be deducted from the database. When the disputed travel is resolved, the travel cost will be re-entered in the database.
2. The **mileage rate** is variable for each county and automatically calculated by the Regional Travel Software. Mileage is only to be paid for travel while conducting official business. Official business travel is defined as the lessor of the distance from home to destination or from headquartered office to destination and return. Regular commute from home to and from headquartered offices is not considered official business.
3. University of Missouri Extension guidelines on meals apply unless individual counties have their own separate guidelines.

Restrictions on **meal reimbursements** while on University business are considered when no overnight travel is involved. If there is no overnight travel involved, meals are

reimbursable only when they are part of a meeting or activity including other individuals to discuss University business. **Meals eaten alone are not reimbursable.** If the meal is part of a group meal or organized banquet where each participant pays individually, the meal is reimbursable under current guidelines and limits as outlined by the individual counties within the East Central Region as long as the **travel worksheet includes an explanation as to the business purpose of the meal and names of other individuals or groups present.**

### **Overnight Travel**

Meals are reimbursed for overnight travel while on University business, within the meal limits. Meal receipts are required when exceeding the limits.

#### **No Overnight Travel, or Local Travel**

If there is no overnight travel involved, meals are reimbursed only when they are part of a meeting or activity, group meal, or organized banquet, with other individuals to discuss University business.

An explanation regarding the business purpose of the meal, the names of other individuals or groups present, and the topic of discussion should be included on the Travel Worksheet. A meal receipt is required when exceeding the limit, or when paying meal for another individual.

4. **Overnight lodging and meal expenses** will be reimbursed if the mileage cost of two round trips to complete the activity will exceed the lodging and meal costs. Prior approval by the Regional Director if Regional or state funds are used OR by the appropriate County Program Director if local county funds are used for the layover costs is required. A motel/hotel receipt is required for reimbursement.
5. If East Central Region Specialists are asked to travel outside of the Region, the organization benefiting will be expected to pay. A **Travel Authorization Form** is required when traveling outside the Region for purposes other than In-Service.
6. Staff from other regions who travel to the East Central Region for the benefit of East Central Regional programs will be reimbursed by the county/counties benefiting from the program effort. Prior review of the host CPD of the sponsoring county is required.
7. Program Implementation Experiences (PIE), Professional Development Experiences (PDE) and meetings called by central administration or campus units normally will be reimbursed by the calling unit or University Outreach and Extension funds. Follow University procedures.
8. Occasionally, specialists may wish to attend a meeting, seminar, field day, or workshop which will enhance their ability to deliver programs to regional clientele but which does not qualify as training for reimbursement from university funds. In this case, county travel funds may be used, provided that there is available funding to support the effort. Where county funds are being used, approval to participate in these activities is required of the County Program Director.

9. Specialists without a prior travel budget in a given county must secure funding confirmation from the appropriate County Program Director in that county.

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