



TEXAS J REGIONAL ADVISORY COUNCIL

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Standard Operating Procedure

FINANCIAL SOP:	Business Travel Reimbursement
SOP NUMBER:	F # 4
SOP EFFECTIVE DATE:	7/08
SOP REVIEWED:	6/09; 1/10; 2/10; 3/10; 8/10
SOP REVISED:	6/09; 1/10; 2/10; 3/10; 8/10

SOP AUTHORITY STATEMENT:

As stated in the By-Laws in Article VI.10 The Executive Committee shall be empowered to employ personnel to conduct the business of the RAC.

As stated in the By-Laws in Article IX.1 The Board of Directors may authorize any Officer or agent of the Organization to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Organization. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

OPERATING PROCEDURE:

1. RAC business travel:

- RAC representative attending an approved meeting beyond a 20 mile radius of the RAC Office. Required attendance at scheduled RAC meetings within the region is not included.
 - RAC Chair's and/or designees' incurred expenses while conducting RAC business will be reimbursed as stated below in this standard operating procedure.
 - Employees attending meetings beyond a 20 mile radius of the RAC Office.
- a. All RAC associated business/education requests must be submitted to RAC Chair for approval upon notification of the meeting dates.
 - b. All RAC travel arrangements for any form of travel and hotel reservations will be made through the RAC Office. All travel shall be the most cost-effective considering all relevant circumstances. Any deviation must be approved by the Finance Committee.
 - 1) Air Travel
 - All air travel will be in coach class.
 - Carrier will be selected based on a combination of service available and rate structure. It will not be determined by frequent flier enrollment unless that represents the lowest fare.
 - Penalties associated with changing reservations will be paid for only when the RAC required the change or the change was beyond the control of the employee/representative. Penalties or cancellation charges incurred for

any other reason will be the traveler's responsibility. This includes fees charged to change to an earlier or later flight for personal convenience.

- Baggage expenses: First bag will be paid for unless that bag exceeds weight or other limitations, which will then be borne by the employee/representative. The RAC will pay any charges for business materials that an employee/representative is specifically authorized to carry in or as part of their personal luggage.

2) Car Rental

- Renting a car from an authorized vendor is permitted if in the RAC interest, with the best value chosen for the number of people traveling.
- Employees should NOT purchase personal medical insurance since they are covered under Workers' Compensation Insurance.
- Rental cars retained over the weekend shall be considered personal expense except when used to travel on a weekend to another location on RAC business.
- Verify a full tank of gas on picking up the car and return the car with a full tank of gas.

3) Travel to and from Terminals

- Travel to and from airport terminals will be by the least costly method available: e.g., airport bus/shuttle, taxi or car.
- Long term parking must be used on trips of more than one days duration.

4) Use of Personal Vehicle

- Employees traveling on RAC business are required to carry, at the employee's expense, public liability and property damage insurance at the minimum required by law.
- Employee/representative approved reimbursement for mileage, tolls and parking will not exceed the cost of commercial air fare and rental car for the same trip.
- Employees utilizing their personal vehicle to conduct approved RAC business during hours of operation of the RAC office will be reimbursed for mileage. Approved business includes:
 - banking;
 - purchasing business supplies that are not available on-line for delivery.
 - transporting paperwork to obtain required signatures
 - delegated tasks assigned by the Executive Committee.

5) Hotel Rooms

- Suite accommodations are not permitted; RAC will pay for single rate rooms only.
- If late arrival is guaranteed and the reservation must be cancelled, the cancellation must be made within the time allowed. The RAC will NOT pay for no-shows.
- In-room movies and use of mini-bars are personal expenses thus are not reimbursed.

6) Laundry and Valet

- No laundry expenses will be reimbursed unless the trip lasts for more than one week. Such expenses must appear on the hotel bill or by separate receipt.
- 7) Combined Business and Personal Business Travel
 - The RAC is responsible only for the cost of the business segment.
 - Personal expenses are the individual's responsibility. If a spouse, significant other or child travels, their expenses are considered personal.
 - c. If a corporate credit card is issued it should be used, if possible, for approved charges for travel, hotel and other related expenses. Employees and representatives may be required to use personal credit cards and file for reimbursement at the end of travel.
 - d. Expense Report and **all original receipts** must be submitted to the RAC Office within 10 days of return from the trip. Note any expenses paid by the RAC.
 - 1) Approved expenses include:
 - a) Hotel receipts at the State/Federal rate or special meeting block rate for the approved trip days. If a special meeting block rate is not available a rate up to \$ 180.00/night plus taxes will be accepted for the approved trip days.
 - b) Airline, bus, shuttle, taxi, auto rental and parking receipts. Gasoline receipts for rental car.
 - c) Mileage rates for use of personal vehicle will be paid at the approved Federal rates as defined by the U.S. General Services Administration Guide and the IRS Revenue Procedure Code. Gasoline is not reimbursable when mileage rates are claimed.
 - 2) Meal Per Diem rate will be paid at the Federal rates for the city/location as defined by the U.S. General Services Administration Guide and the IRS Revenue Procedure Code. If a Federal rate for the city/location is not identified the rate will be \$ 60.00/day.
 - 3) Taxes and gratuities up to 15% are allowable expenses.
 2. Any disputed travel charges/reimbursements will be reviewed by the RAC Finance Committee. A recommendation for settlement will be forwarded to the Executive Committee for determination of the final settlement.