



Travel Expense Reimbursement Policy for Training / Conference Attendees

East-West Gateway Council of Governments (the Council) has issued this Travel Expense Reimbursement Policy for Training / Conference Attendees (Policy) that applies to personnel in the bi-state St. Louis region who attend training/conferences for which reimbursement will be provided by the Council. Personnel who have been approved by the Council/STARRS to attend a training event or conference must follow the procedures described in this Policy.

Questions about this Policy should be directed to:

Staci Alvarez
Director of Administration
(314) 421-4220
staci.alvarez@ewgateway.org

General Requirements Regarding Eligibility

The Council will not reimburse individuals for travel expenses; rather the Council will reimburse the individual's employer for the actual, eligible travel expenses that are incurred in accordance with this Policy. Employers should be aware that the Council will deem ineligible and will not reimburse the employer for any travel expenses that are incurred **prior** to the dates that are provided in the Council's written notice to the employer approving the travel to the training event or conference. The Council will not reimburse the employer for costs incurred that exceed the amount approved by the Council, as this amount is described in the Council's written approval notice to the employer, unless the Council has provided its express, written approval for the employer to exceed the approved amount.

Eligible travel expenses are those that are reasonable and are necessary for the grant program / project, are authorized by the Council and the grant-funding agency, are incurred in the performance of official business only, and are incurred in accordance with this Policy. Other travel expenses that are ineligible for reimbursement are described in the sections below.

Registration Fees

Registration fees or other costs incurred for meetings, conferences, conventions or seminars will only be eligible for reimbursement up to the amount described in the Council's written notice to the employer.

Travel & Ground Transportation

Travel to a training event or conference must be by the most direct and economical means using the most economical mode. The Council's approval of the means and modes of travel will be based upon the personnel's timely performance of official duties; with the understanding that costs must be consistent with this Travel Policy.

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Employers should secure the personnel's mode of travel (e.g. purchase the plane ticket). If the personnel is traveling by plane, the following rules apply:

- ❖ First class and business class flights are strictly prohibited.
- ❖ If flight changes are made, the employer must provide a written explanation for the change and the Council will determine the eligibility of the expense. Flight alterations due to personal reasons are not eligible for reimbursement.

If the cost to travel by automobile is proven to be more cost effective than via plane, this may be done and billed at the then-current agency mileage reimbursement rates. These rates are dictated by the grant funding agency.

The State of Missouri, Office of Administration (MoOA) mileage rates can be accessed online here: <https://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>. The "State" rate is the mileage rate for personal vehicles and the "Fleet" rate is mileage rate for agency-owned vehicles.

A rental car may be utilized under certain circumstances, as follows:

- ❖ Travel is from an airport to remote / rural locations not accessible via public transit, taxi or shuttle service.
- ❖ If multiple people are traveling for a certain length of time, and it is proven to be more cost effective than public transit, taxi, or shuttle service. Multiple travelers may be required to share a vehicle.

Parking expenses at the conference/training site are eligible costs when incurred in the performance of official business. Costs associated with parking tickets, traffic citations or any other fine associated with infractions of law are not eligible.

Lodging

The cost of lodging is an eligible expense provided that it is in the most economical facility within a reasonable distance from the training event / conference location. The lodging rates may not exceed the then-current rate issued by the U.S. General Services Administration (GSA) for the city/area where the hotel is located. The approved rate for lodging is exclusive of taxes. The GSA lodging rates can be accessed online here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

If the travel is within the State of Missouri, the Council is unable to reimburse for taxes. The Council recommends that the employer book the hotel for its personnel to ensure that the proper tax exemption is applied.

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Meals

Meals are eligible for reimbursement when the following requirements are met:

- ❖ The then-current MoOA meal rate is used. The current meal rates can be accessed online here: <https://oa.mo.gov/accounting/state-employees/travel-portal-information/meals-per-diem>.
- ❖ The meal is not included as part of the program the personnel is attending – meaning, the meal is not provided to the attendees during the event.
- ❖ The meal is not included as part of the lodging costs.
- ❖ The meal meets the following eligibility requirements:
 - When overnight lodging is indicated:
 - Breakfast – on the day of departure if travel status begins no later than 7:00 a.m. plus any other day until the personnel returns.
 - Lunch – on the day of departure if travel status begins no later than 10:00 a.m. plus any other day where travel status continues past 2:00 p.m. until the personnel returns.
 - Dinner – on the day of departure if travel status begins no later than 5:00 p.m. plus any other day where travel status continues past 7:00 p.m. until the personnel returns.
 - When the personnel is in twelve hour travel status, then the eligible meal is the same as above.
 - When no overnight lodging is required, the State of Missouri’s “12 hour meal rule” is in effect. This means that the personnel must be in travel status for a minimum of 12 hours in order to receive reimbursement for meals. To qualify for meal per diem when no overnight lodging is indicated, the personnel’s expense report must indicate that the person was in travel status for twelve (12) hours or more.

The amount the Council will reimburse for meals will not exceed the MoOA rate for **each** meal (i.e. the MoOA rate for breakfast, lunch, or dinner).

Other Ineligible Costs

Costs associated with entertainment, valet service, laundry service, alcoholic beverages, room service, incidental refreshments, or newspapers / magazines are not eligible expenses.

Reimbursement

The Council will reimburse the individual’s employer for the actual, eligible travel expenses that are incurred in accordance with this Policy. In order to obtain reimbursement for its personnel’s approved travel expenses, the employer must follow the steps described below.



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The employer must submit a written, signed invoice that includes all of the information shown in Attachment 1 – Sample Invoice. The employer may use its own invoice format if it includes all of the information shown on the sample invoice, including the certification and signature. The Council can provide the employer the sample invoice in *.xlsx format, upon request.

The employer must submit back-up documentation for the travel expenses for which it is seeking reimbursement. This back-up documentation includes, but is not limited to, as applicable:

- ❖ Copy of the personnel(s)' expense report
- ❖ Proof of payment made to employee (i.e. copy of cancelled check)
- ❖ Final course / conference agenda (not preliminary or draft)
- ❖ Registration payment receipts
- ❖ Hotel receipts (with amount due shown as paid)
- ❖ Flight itinerary and receipts
- ❖ Baggage handling receipts
- ❖ Ground transportation receipts (e.g. taxi/Uber fares, Metro passes)
- ❖ Parking receipts
- ❖ Rental car receipts
- ❖ Mileage logs or other documentation that shows miles driven
- ❖ Proof of payment for any costs paid by the employer for the personnel (e.g. hotel costs, flights)
 - This proof of payment can be paid receipts, credit card receipts, credit card statement, cancelled check copies, etc.
- ❖ Proof of attendance (e.g. training roster, certificate of attendance)

The invoice and back-up documentation must be submitted to:

Accounts Payable
East-West Gateway Council of Governments
1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102

All invoices must be submitted no later than the date indicated in the Council's approval letter, unless the Council provides its express written authorization for this deadline to be extended.

ABC Company, Inc.

123 ABC Way, St. Louis, MO 63102

Contact Person:

Jane Doe, Accounting Manager
(314) 555-5555
jane.doe@abccompany.com

Remit Payments To:

Accts. Receivable
ABC Company, Inc.
123 ABC Way, St. Louis, MO 63102

Project Name	American Academy of Forensic Science / National Assoc. of Medical Examiners Meeting
Travel Dates	02/16/2020 to 02/22/2020
Invoice No.	123456
Invoice Date	01/01/0000

Travel Expenses	Units	Rates	Total Amt. Due
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1	Jane Doe			
a	Registration fee	1	\$725.00	\$725.00
b	Airfare	1	\$358.00	\$358.00
b	Hotel costs (6 days, 5 nights)	5	\$255.64	\$1,278.22
c	Meals (3 meals X 6 days)	18	\$19.22	\$346.00
d	Ground transportation	2	\$20.00	\$40.00

Subtotal Personnel #1				\$2,747.22
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2	John Doe			
a	Registration fee	1	\$725.00	\$725.00
b	Airfare	1	\$358.00	\$358.00
b	Hotel costs (6 days, 5 nights)	5	\$255.64	\$1,278.22
c	Meals (3 meals X 6 days)	18	\$19.22	\$346.00
d	Ground transportation	2	\$20.00	\$40.00

Subtotal Personnel #2				\$2,747.22
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Total				\$5,494.44
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Total Amount Due this Invoice	\$5,494.44
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Certification & Signature

"I certify that to the best of my knowledge and belief that the invoice is true, complete, and accurate, and the expenditures are for the purposes set forth in the approval letter that my agency received for the above-captioned training / conference event. I am aware that false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise under U.S. Code Title 18, Section 1001 and Title 31, Sections 3729 – 3730 and 3801 – 3812."

Signature of Authorized Official