



Monterey County Workforce Investment Board (WIB)
LOCAL POLICY BULLETIN #2005-11

Effective Date: February 1, 2006
Full WIB Adopted: February 1, 2006 WIB meeting

TO: All County of Monterey Workforce Investment Board and Youth Council Members

SUBJECT: Mileage Reimbursement Policy for Youth Members of the County of Monterey Workforce Investment Board (WIB) Youth Council

PURPOSE: The purpose of this policy is to establish uniform travel rules and claiming procedures for active youth members of the County of Monterey WIB Youth Council authorized to travel to and from Youth Council meetings and special youth events.

POLICY: This reimbursement policy applies to all active youth members of the County of Monterey WIB Youth Council.

This policy provides definition and guidance towards the implementation of mileage reimbursement claims for active youth members of the County of Monterey WIB Youth Council.

The authorization to travel general conditions include:

1. Travel will be authorized to youth members only when necessary and in the best interest of the County of Monterey Youth Council.
2. If the traveler is requesting a travel advance, an approved "County of Monterey Travel Request" form, accompanied by all documentation relative to the request, shall be provided to the WIB Executive Director for authorization then forwarded to the County of Monterey Office for Employment Training (OET) Fiscal Department.

The travel expense general conditions include:

1. Transportation expenses are the direct costs related to movement of the traveler from an authorized point of departure to the destination of travel and back to the authorized point of return.
2. All transportation expenses incurred shall be based upon the most efficient, direct, and economical mode of transportation required by the occasion.
3. Travel by private vehicle will be reimbursed at the IRS rate for business use of a personal vehicle in effect in the Monterey County at the time of travel.
4. Travelers who ride in a vehicle other than their own may not claim mileage for business use of a private vehicle, but may claim reimbursement of actual fuel expenses necessary for the trip and expended by the traveler. Receipts are required.
5. Travelers may not claim mileage for business use of a private vehicle when the traveler is riding with someone who will be claiming reimbursement for the vehicle's use.
6. The following necessary transportation expenses may be claimed at the actual cost when directly related to transporting the traveler to and from the destination point:
 - a. Taxi, shuttle, or public transit fares;
 - b. Parking fees;
 - c. Bridge, road or ferry tolls;
 - d. Other actual transportation expenses determined to be reasonable and necessary by the WIB Executive Director.

The travel reimbursement claims general conditions include:

1. After completion of travel, the traveler shall submit a completed "County of Monterey Official Claim" form to the WIB Executive Director for authorization. After review and authorization, the WIB shall submit the authorized claim, together with any required receipts to the County of Monterey OET Fiscal Department. Said claim shall be received by the County of Monterey OET Fiscal Department within thirty (30) calendar days of the completion of travel.
2. The traveler shall not be reimbursed until s/he has signed the County claim form.
3. The County of Monterey OET Fiscal Department shall review the claim for compliance with applicable county policies and procedures. If approved by the County of Monterey OET



Fiscal Department, the claim shall be processed with a check sent to the claimant within (10) working days. If denied, or denied in part, the WIB Executive Director or department's contact person will be notified immediately.

4. No reimbursement for travel shall be paid to the traveler until all required receipts for the travel claim have been filed with the County of Monterey OET Fiscal Department.

The mileage claims general conditions include:

Mileage claims shall be submitted monthly, unless the total for the month is less than \$10.00, in which case the claim may be held for an additional month. However, the claim must not be held over to the next month more than twice, regardless of the amount.

ATTACHMENT:

1. Mileage Reimbursement Claim

INQUIRIES: For questions or assistance related to this policy, please contact the Monterey County Workforce Investment Board staff at (831) 796-6434.

This policy is posted on the WIB website located at: www.montereycountywib.org/policies/