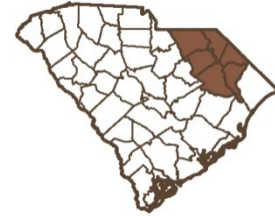


# PEE DEE REGIONAL COUNCIL OF GOVERNMENTS

*Serving Chesterfield, Darlington, Dillon,  
Florence, Marion and Marlboro Counties*



## **Pee Dee Workforce Development Board**

### **Member Travel and Check Cashing Policy**

**Effective January 1, 2018**

**Background:** In 1990, the six Pee Dee County Councils appointed the Pee Dee Regional Council of Governments as the Administrative Entity for the JTPA, WIA in 2000, and ultimately the WIOA in 2015. The Council of Governments provides staff and technical assistance to the WDB and procures the independent audit of WIOA funds annually. The travel policies of the Pee Dee Regional Council of Governments have been the governing rules for WIOA staff, and WDB travel.

#### **Policy:**

1. WDB members are encouraged to attend WIOA conferences and meetings to develop the member's knowledge of WIOA. These events provide networking opportunities with other workforce development professionals and volunteers to learn from best practices in other areas in the state or nation. New board members are especially encouraged to attend conferences and meetings designed for boards.
2. Funding for staff and board development is limited. In the event a large number of members request to attend a specific event, consideration will be given to individuals not attending the most recent past conference, meeting, etc. The WDB chairperson, vice-chairperson, and other members holding key positions are given priority for all conferences.
3. Conference registrations, hotel and airline reservations require advance confirmation and payment of fees. Staff will issue notices and deadlines for board members to confirm attendance. Early registration (reduced) fees must be leveraged. No registrations will be processed after the expiration of the early registration date. Often limited numbers of hotel rooms are available at the reduced conference rate. No hotel rooms will be reserved at costs greater than the conference rate due to late notice or failure to notify staff of attendance by the published deadline. In the event that conference rate rooms are exhausted, the staff will use their discretion to secure rooms from other similar and neighboring hotels.
4. Only room rate and applicable taxes will be charged to the Pee Dee Regional Council of Governments credit card. Incidentals must be guaranteed and paid by the staff/WDB personal credit card. Allowable costs may be submitted with appropriate **itemized** statement/credit card receipts for reimbursement. Expenses of a personal nature, alcohol, and expenses for entertainment or recreational purposes, are not allowable expenses and will not be reimbursed.

5. The COG books the lowest fare available for airline tickets for staff. These are non-refundable tickets and customarily require \$100 rescheduling fee when changes are made.
6. It is acknowledged that staff and volunteers may have last minute emergencies and commitments that cannot be met relative to conferences and meetings. Anyone experiencing issues that will prevent their attendance or timely arrival for conferences are requested to contact the designated staff person who coordinated the event. Most large hotel venues require at least 24 hours' notice of cancellation to avoid hotel charges. The cancellation and refund policies vary for each conference registration. Staff should be notified as soon as possible if attendees will not be able to attend.
7. The COG cannot reimburse for any meals included in registration for conferences. Anyone with special dietary requirements should alert the staff or conference organizers and arrangements will be made to accommodate those individual and specialized needs. Continental breakfast is not considered a provided meal.
8. In the event that a Board member uses his/her personal credit card to cover hotel expenses associated with a conference, actual room costs (room & taxes) will be reimbursed with presentation of receipts.
9. All credit card receipts submitted for reimbursement of hotel, transportation, and other expenses must be **itemized**. The summary credit card receipt is not acceptable. For meals, the standard per diem rates will apply. It is not necessary to submit receipts for meals.
10. Transportation from the airport to conference locations are limited to Uber, cabs, shuttles, buses, subways, etc. The lowest price mode of transportation should be utilized. Rental car expenses are not reimbursable. Transportation at conferences for recreational purposes cannot be reimbursed. The cost of economy airport parking is also a reimbursable expense. Receipts are required for all reimbursements.
11. Per Diem is as follows: In the Pee Dee Region: Breakfast-\$6.00, Lunch-\$9.00 and Dinner-\$15.00; Outside the Region, but within the State: Breakfast-\$8.00, Lunch-\$12.00, Dinner-\$20. Certain resort areas may qualify for higher per diem rates. In this event, the staff will provide the Out of State Per Diem rates in accordance with Federal CONUS rates for the destination area. All meal cost reimbursements must meet the "reasonable and necessary" criteria of federal regulations. Tips and other incidental costs are included in Per Diem rates.
12. Reimbursement for mileage to meetings and conferences or other WIOA related-activities is \$.45 per mile. Checks will not be issued for mileage reimbursement requests of less than \$10.
13. An agenda for conferences must be attached to Travel Reimbursement Request.
14. Board members agree to cash or deposit reimbursement for travel and other items into their accounts in a timely fashion. Board members acknowledge and agree that if it does not cash the check within 60 days of issuance, Pee Dee Regional Council of Governments will issue a

stop payment order on such check and the Board member releases any and all interest in the reimbursement. Failure to timely cash the check shall be deemed a waiver by the member of any rights of action against Pee Dee COG. If a stop payment is issued, the member may submit a new request, but the determination as to whether to issue a new check will be at the sole discretion of the fiscal agent. Checks under \$20 will not be reissued. Pee Dee COG reserves the right to suspend travel reimbursements to members who habitually fail to cash their travel checks.

**PEE DEE REGIONAL COUNCIL OF GOVERNMENTS  
TRAVEL REIMBURSEMENT REQUEST**

Effective November 14, 2017

Pee Dee Workforce Development Board (WDB)

Please Print  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

FROM	TO	ROUND TRIP MILEAGE	RATE	TOTAL CHARGE
			.45	

\_\_\_\_\_  
Signature Date

**Office Use Only**

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Voucher# \_\_\_\_\_ Vendor# \_\_\_\_\_

18M-7000-5225 \_\_\_\_\_

Check# \_\_\_\_\_ Date Paid \_\_\_\_\_