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Clinton, Essex, Franklin and Hamilton counties Meal and Mileage Reimbursement Policy

The North Country Workforce Development Board is responsible for overseeing the Workforce Innovation and Opportunity Act (WIOA) and delivery of WIOA-related services in Clinton, Essex, Franklin and Hamilton County.

When employees, contractors or anyone associated with the NCWDB travel, they will adhere to the grant recipient's policies for mileage and meals reimbursements. The grant recipient's mileage and meal policies are included with this document – see Attachments A and B.

The grant recipient is the final authority on reimbursement disputes.

Approved by the NCWDB on October 7, 2016



ATTACHMENT A

From the Clinton County Travel Policy page 5

6. MILEAGE REIMBURSEMENT

Employees are encouraged to use a county vehicle if they work in a department that has vehicles. Employees will be reimbursed a maximum mileage rate for the authorized use of personally-owned vehicles as stated in the current CSEA contract agreement. A statement must be attached to the travel voucher to support all claims for mileage reimbursement. For out-of-county travel, even if a travel request is not required, exact odometer readings from an employee's personal vehicle are required for mileage reimbursement. Estimates will not be accepted. Auto insurance declaration must be on file with the Auditing Department. Proof of Auto insurance is to include: Name of employee/driver, beginning and ending dates of policy and bodily injury liability limits of 50,000/100,000 are required.

ARTICLE 25

MILEAGE ALLOWANCE

Section 1. A mileage allowance equal to that of the published IRS rate will be allowed and paid for the use of a personal automobile on official County business during the duration of this contract. If such rate shall increase by more than two cents (\$.02) per mile in any given year, the amount paid shall not be increased by more than two cents (\$.02) in any given year. Increases in the IRS rate will be implemented sixty (60) days following publication. Reimbursement will be made only to those employees who maintain a minimum liability insurance policy of \$50,000/\$100,000. Employees who seek reimbursement shall submit annually to their department head proof of such coverage (Certificate of Insurance).

Approved by the NCWDB on October 7, 2016



ATTACHMENT B

CLINTON COUNTY TRAVEL POLICY

5. RECEIPTED MEAL ALLOWANCE

Reimbursement for meals will only be made if the employee is traveling more than 35 miles from their departure location. Reimbursement will not be made for meals purchased within 35 miles of this location. Travel times must fall within the guidelines stipulated below:

Time of Departure/Time of Return

Meals will be allowed when the time at the beginning of the trip occurs before the following hours:

Breakfast – 7:00 a.m.
Lunch – 12:00 p.m.
Dinner – 6:00 p.m.

Meals will be allowed when the time of return at the conclusion of the trip occurs after the following hours:

Breakfast – 8:00 a.m.
Lunch – 1:00 p.m.
Dinner – 7:00 p.m.

Detailed meal receipts are required. For example check stubs/credit card slips with only the total amount charged will not be accepted. Employees will be reimbursed up to the maximum meal allowance (Tax & Tips Included) as listed below:

Breakfast	Lunch	Dinner
Maximum	Maximum	Maximum
\$7.50	\$12.50	\$25.00

Please note that some registration fees include meals. No reimbursement will be made for meals that were included in paid registration fees. No reimbursement will be made for unreceipted meals unless approved by the County Administrator.

Approved by the NCWDB on October 7, 2016

