

Procedure Title:**WORK CONDITIONS & HOURS****PROCEDURE NUMBER: 5-1-2****Policy Title:**

Business Travel Expenses

Effective Date:

2/1/2003

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1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone will reimburse employees for reasonable business travel expenses incurred while on assignment away from the normal work location. All business travel must be approved in advance by the Business Manager.
2. Employees whose travel plans have been approved should make all travel arrangements through Keystone's Business Department.
3. When approved, the actual costs of travel, meals, lodging, parking and other expenses directly related to accomplishing business travel objectives will be reimbursed by Keystone. Employees are expected to limit expenses to reasonable amounts.
4. Expenses that generally will be reimbursed include the following:
 - Airfare or train fare for travel in coach or economy class or the lowest available fare.
 - Car rental fees only for compact or mid-sized cars.
 - Fares for shuttle or airport bus service, where available; cost of public transportation for other ground travel.
 - Mileage cost for use of personal cars, only when less expensive transportation is not available.
 - Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
 - Cost of meals, no more lavish than would be eaten at the employees' expense.

- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
 - Charges for telephone calls, fax, and similar services required for business purposes.
 - Charges for one personal telephone call each day.
5. Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Keystone may not be used for personal use without prior approval.
 6. Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should limit a written request to their supervisor when travel advances are needed. Employees requesting a travel advance should follow Keystone's check request policy.
 7. With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Any additional expenses incurred by an approved guest will not be reimbursed by Keystone. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.
 8. When travel is completed, employees must submit completed travel expense reports within 7 (seven) days. Reports must be accompanied by receipts for all individual expenses. If Keystone makes an advance, unused cash must accompany any receipts.
 9. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.
 10. Abuse of this business travel expenses policy, including falsifying expense reports to reflect cost not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

NOTES: