

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued 01/24

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WRITTEN BY Admin Services Division	REVISED BY Karen A. Farr/Kyle McLeod		AUTHORIZED BY Tracey Pingitore	

I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure that all employees, including interns and volunteers, will be reimbursed for expenses incurred during the performance of their job responsibilities, or for expenses incurred at approved activities that they are requested to attend.

III. DEFINITIONS:

- A. Commuting: Traveling from the employee's residence to "home office" and/or from their "home office" to their residence.
- B. Commuting Expense: The employee's cost of commuting (e.g., mileage, cab or bus fare) from the employee's residence to "home office" and/or from their "home office" to their residence.
- C. Commuting Mileage: The actual miles from the employee's residence to "home office" and/or from their "home office" to their residence. Commuting mileage is not reimbursable except as stated in Standard Q.
- D. Fleet Commander: The electronic vehicle reservation system used to track and monitor usage of assigned Agency vehicles utilized by staff for business travel.
- E. Home Office: The employee's assigned work location for the day (e.g., if you are covering sick/vacation time for another staff, their home office is your home office for that day.)
- F. Reimbursable Mileage: Mileage incurred (in accordance with this administrative procedure) while performing assigned job functions and **does not** include Commuting Mileage.
- G. Split: When an employee's work hours are divided and charged to two separate programs at two separate **physical** locations.

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IV. STANDARDS:

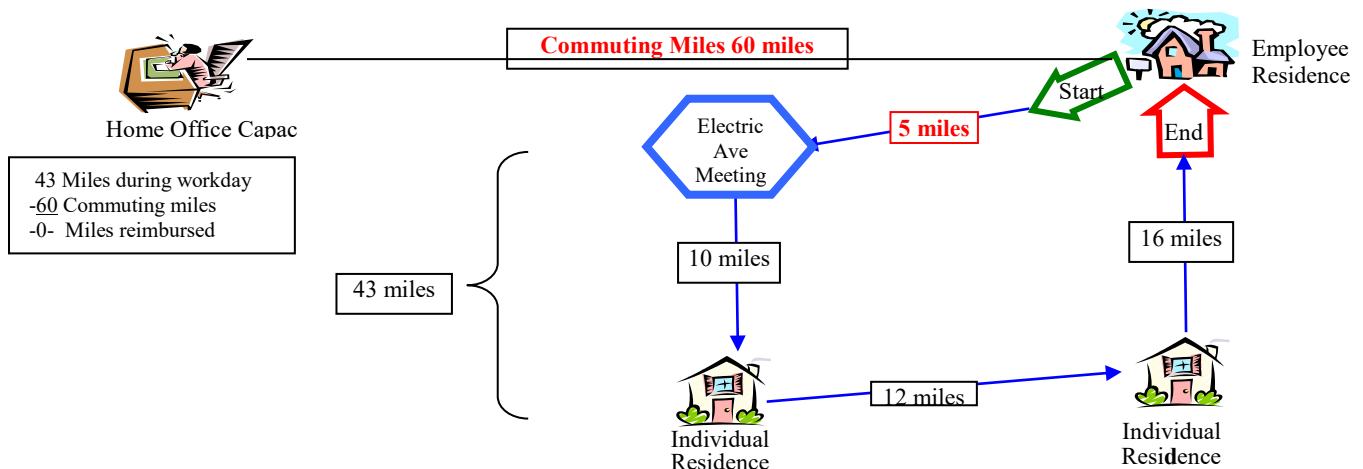
- A. Employees must make a reasonable effort to secure the use of an Agency vehicle through Fleet Commander. In the event the employee is unable to locate an available vehicle in Fleet Commander, the employee must contact the Transportation Department. The Transportation Department staff will either secure a vehicle for the staff person or confirm by email to the staff and the Supervisor of the staff that a vehicle is not available. This email correspondence will then be attached to the employee's travel voucher reimbursement request for the Supervisors review and approval. If denial is received through a Grab and Go attempt, a printed screenshot of the denial can be used in lieu of email correspondence. Any reimbursement requests without the required documentation will not be approved for payment.
- B. All travel (mileage) and business expenses **must** be entered using the computer Travel/Expense Voucher. No other form will be accepted for reimbursement.
- C. Reimbursable business expenses should be approved in advance. Reimbursable mileage and other business expenses must be submitted on a monthly basis. If total reimbursable mileage (travel) and business expenses are less than \$20.00, two months may be submitted, but not to exceed the previous two months. Reimbursable mileage (travel) and business expenses are **NOT** to cross fiscal years, i.e., submitting September expenses in November. Travel/Expense Vouchers that are not submitted in accordance with this administrative procedure may not be reimbursed.
- D. Out-of-county travel and business expenses require prior approval from immediate Supervisor. Out-of-state travel and business expenses must have prior approval by the Chief Executive Officer.
- E. The rate at which mileage will be reimbursed will be determined by the employee's union contract based on IRS rates.
- F. Mileage calculation shall be determined using the One-Way Mileage Chart (Exhibit A) or with start and stop odometer readings.
- G. Mileage chart entries are determined by staff submitting a memo to the finance department's policy committee member stating a new mileage determination based upon at least two (2) odometer readings for the "trip". The policy committee member will verify, update and reissue the chart.
- H. Travel will only be reimbursed at an amount for which the employee is entitled. Mileage may be verified and/or re-determined using standardized maps.
- I. All staff must determine their **Commuting Mileage**. If an employee is **split** (see Definitions) then they must determine their **Commuting Mileage** for both locations.
- J. When an employee is **split**, in order to get mileage reimbursed for travel from one site to the other, they must actually **work** at the one site before going to the next. For example, choosing to stop at one site to "pick up mail" or medication before going on to the second site will not be reimbursed.

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- K. If an employee has no regular “Home Office” then the location of his/her first business contact is considered his/her office. Transportation from the employee’s residence to the first individual’s residence or place of business (ex. jail, courthouse) is not reimbursed. Transportation from the first individual’s residence or place of business to the second individual’s residence or place of business is reimbursed. Transportation from the last individual’s residence or place of business to their own residence is not reimbursed.
- L. Individual case numbers **must** be entered on the Travel Voucher when submitting mileage for travel to and/or from the individual’s home.
- M. Employees utilizing their personal vehicle for any business use, i.e. transporting individuals, traveling for Home-Based services, attending conferences, etc., will be required to submit a copy of their valid vehicle insurance to the Human Resources department to be kept in the employees personnel file. The employees will be required to update this information if there are any changes during their employment. The agency reserves the right to check compliance annually.
- N. Mileage from a staff residence to home office is not reimbursable except as indicated in Standard Q of the current administrative procedure. When an employee **starts** the workday by traveling to a site or **ends** the workday at a site other than their “home office,” only mileage in **excess** of commuting mileage from residence to “home office” will be reimbursed.

Example:

1. An employee’s home office is in Capac.
2. Their round trip commuting mileage to their residence in Port Huron is 60 miles.
3. On any given day, **does not go to their home office** however, has meetings in Port Huron and/or individual visits.
4. Determines mileage using odometer readings.
5. Total mileage is 43 miles.
6. Deducts the commuting mileage (60) from the total reimbursable mileage (43), which results in **no** reimbursable mileage.

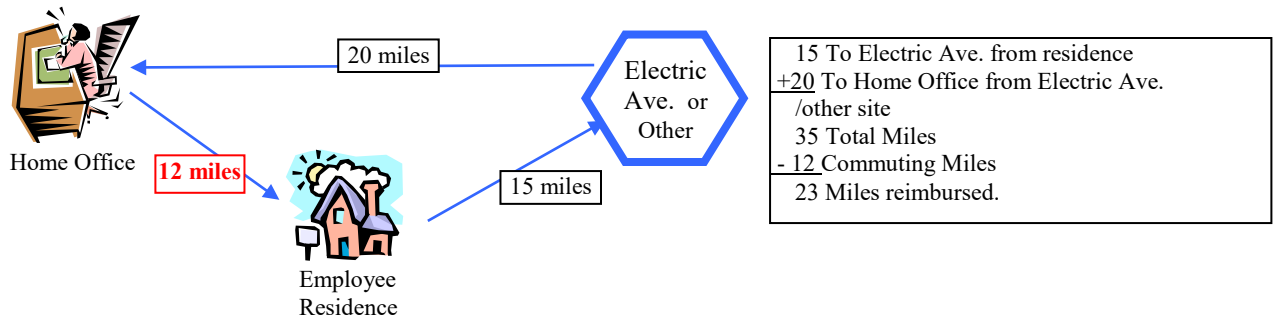


Example:

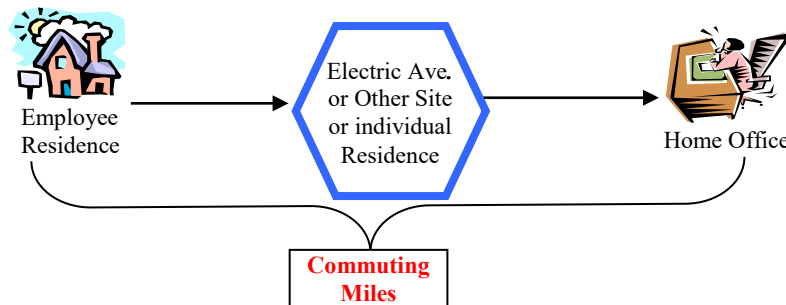
1. An employee attends a meeting at the Electric Avenue office. They drive from their residence to Electric Avenue or other site.
2. Mileage from the employee’s residence to Electric Avenue is fifteen (15) miles.

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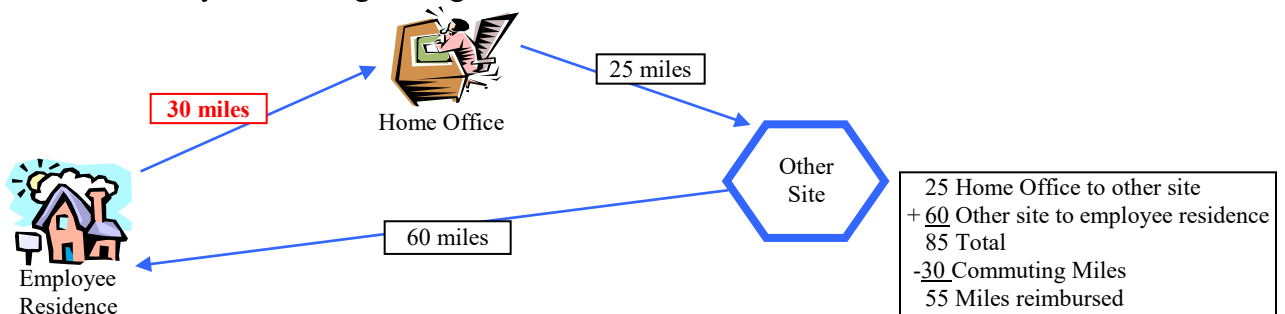
3. Mileage from “home office” to Electric Avenue is twenty (20) miles.
4. Normal commuting mileage is twelve (12) miles.
5. Reimbursement is made for twenty-three (23) miles.



- O. When Electric Avenue, another program or individual’s home, etc., is in a direct route between an employee’s residence and home office, commuting mileage will **not** be reimbursed. This also applies to those situations when an employee is assigned to pick up mail at Electric Avenue on their way from their residence to their “home office” or when dropping off mail at Electric Avenue on their way to their residence.



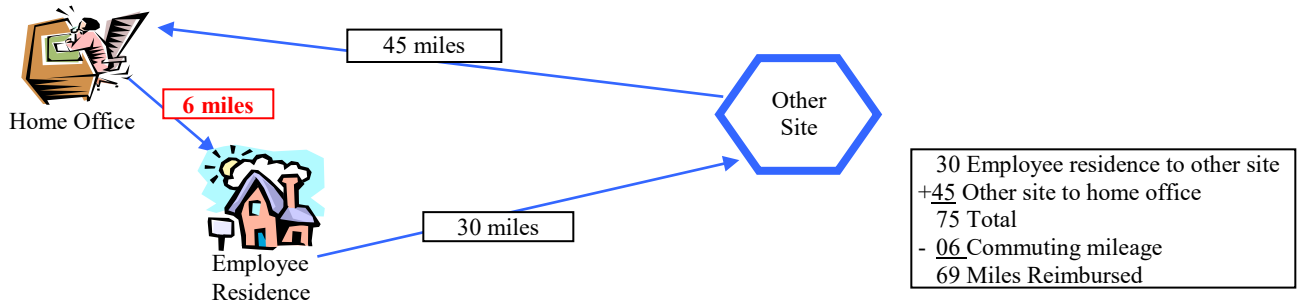
- P. This Standard applies when mileage from a staff’s residence to home office and then to another site is **LESS** than the mileage from staff’s residence directly to the other site. When staff goes to a meeting at any other site from their “home office” then goes to their residence, they will need to determine mileage using an odometer reading and add the mileage to the mileage from home office to other site. Subtract one-way commuting mileage from the total, which will be the reimbursed miles.



- Q. This Standard applies when mileage from a staff’s residence to home office and then to another site is **MORE** than the mileage from staff’s residence directly to the other site. When staff goes to a meeting at any other site from their “home office” then goes to their residence, they will need to determine mileage using an odometer reading from their residence to the other site. Add the mileage to the

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mileage from other site to home office. Subtract one-way commuting miles from the total, which will be the reimbursed mileage.



- R. When going to a conference or meeting out-of-county (e.g., Lansing) and drives from and returns to residence, mileage shall be determined using start and stop odometer readings. Deduct two-way **Commuting mileage** for one day from the total travel mileage to determine Reimbursable Mileage. If residence is in Port Huron may use One-Way Mileage Chart, which is an approximation. Your mileage may be more or less depending on the from and to locations. All attempts should be made to carpool.
- S. Mileage will be reimbursed from an employee's residence or point of departure, **back** to the home office or other designated site and return for any of the following events:
1. Staff is required to provide crisis intervention, which requires them to leave their residence.
 2. Staff is required by their Supervisor to present at any approved activity scheduled after working hours, e.g., Board Meeting, Critical Incidence Stress Debriefing, Survivors of Suicide Group, etc.
 3. Any emergent circumstance where a Supervisor requires staff to make an unscheduled trip to the work site or other designated site.
- T. Mileage, meals, ticket expense will not be reimbursed for staff attending social events.
- U. Meal expenses **will not** be reimbursed for those circumstances when staff chooses to eat their meals with the individual being served. In instances where mealtime is the only time an individual receiving services can meet, this still applies.
- V. Meal(s) will be reimbursed for out-of-county travel not to exceed the limits as stated in Standard Z.
- W. Meals during **in-county** workshops or required business meetings will be reimbursed only if required as part of attendance.
- X. When meals are part of a conference or group meeting with **fixed** prices, and the staff is representing the Agency, reimbursement will be for actual costs.
- Y. Meals as part of an Agency event or meeting where meal attendance is required but the choice of meal and price is unfixed, reimbursement will not exceed the limits in Standard Z, **including** taxes and tips.

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- Z. **Detailed receipts are required in order to obtain reimbursement.** Top copy restaurant receipts with no detail are not acceptable. Reimbursement will **NOT** be allowed for **alcoholic beverages**. Reimbursement limits for meals are:

Breakfast \$14.00
Lunch \$16.00
Dinner \$29.00

- AA. Parking fees can be submitted when there is a receipt. An exception would be when parking at a meter, where no receipt is available; therefore, a receipt is not needed.
- BB. The Chief Executive Officer's Executive Secretary arranges hotel accommodations for CMH Association of Michigan Conferences as requested by the Leadership Team in addition to out-of-state travel and hotel arrangements. Overnight accommodations in other areas of the state must be arranged, **in advance**, by the employee themselves. When making overnight accommodations, staff should inform the hotel that they are a County employee, a tax-exempt agency and request government rates. Advance arrangements are necessary to ensure pre-payment by the Agency to utilize the tax exempt status and government rates.
- CC. Overnight Per Diem is \$15.00 per night to offset personal expenses (i.e., childcare) when staff is required by the agency to attend an overnight meeting/conference. This amount is subject to all payroll taxes (FICA, etc.), unless it is reimbursement for IRS deductible expenses. The Agency will **only** reimburse for meals up to the limits, however, if the employee chooses to exceed the limits, payroll taxes can be offset per **overnight** stay, by itemizing the overage on the Overnight Per Diem Worksheet, Form #0254. The worksheet will separate the overage or "reimbursed expense" amount and pay it on the travel check. **Only the balance not in excess of the per diem will be added to the payroll check.** For example: If a dinner was \$45.00, reimbursement would be \$43.00 to be paid on the Travel Voucher, e.g., \$28.00 dinner limit and \$15.00 overnight per diem. In this example \$15.00 IRS taxable income is offset.
- DD. Business related **telephone** costs will be reimbursed. In addition, for approved overnight stays outside of the county, the Agency will reimburse the employee for call(s) home for each night, not to exceed \$5.00 per night, including motel telephone call charge, if any. **Receipts are required for reimbursement.**
- EE. Employees may appeal a disallowance of business related expenses by a Supervisor, to the next higher Supervisor in the organizational chart. Disallowance by an Assistant Division Director may be appealed to the Chief Executive Officer. All appeals must be made within thirty (30) days, unless there are extenuating circumstances. Appeals should be made in memo form.
- FF. For conference and workshop fees, etc. refer to administrative procedure #06-002-0035, Personnel: Conferences/Trainings/Workshops.

V. PROCEDURES:

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Employee

1. Determines Commuting Mileage and maintains a record of the mileage for future reference. If split, then determines Commuting Mileage for both assigned locations.
2. Enters Commuting Mileage on the top portion of each Travel/Expense Voucher submitted.
3. Includes the individual case number when traveling to and from the individual's home on the Travel/Expense Voucher.
4. Records each separate travel expense incurred each day on a Travel/Expense Voucher (Refer to Travel/Expense Voucher Form, #0260) in accordance with Standard E. Attaches copies of emails or Grab and Go screenshot from Transportation documenting non-availability of an Agency vehicle for each trip submitted or reimbursement **will not be made**.
5. Records in the Description section of the Travel Voucher for each entry the originating location, destination and return location.
6. Indicates in the Description section of the Travel Voucher when deducting Commuting Miles (e.g., - 9 miles)
7. Records each meal and other expenses (i.e., parking) on the same Travel/Expense Voucher (Refer to Travel/Expense Voucher Form, #0260) which will be reimbursed in accordance with the Standards. Attach all receipts to the Voucher or reimbursement **will not be made**.
8. Completes the Overnight Per Diem Worksheet (Refer to Overnight Per Diem Worksheet, Form #0254) in the event of approved overnight travel.
 - a. Records the dates of approved overnight travel.
 - b. Calculates the gross per diem amount by multiplying the number of nights by \$15.00.
 - c. Calculates meals in excess of reimbursement limits by comparing the costs for each meal receipt to the agency limits in Standard Z.
 - d. Includes the expense incurred on the expense form. Records the amount over and above the limit on this worksheet. Deducts this amount from the gross per diem amount, to determine the final amount to be paid on the payroll check.
9. Computes mileage and other expenses, including the total.
10. Forwards signed Voucher and Overnight Per Diem Worksheet to Supervisor for review and approval at the conclusion of a month.

Supervisor

11. Reviews, approves and signs the Travel Voucher and Overnight Per Diem Worksheet, ensuring documentation and odometer readings are correct, receipts are attached, and emails/Grab and Go

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screenshots from the Transportation Department are included for each trip employee utilized a personal vehicle.

Staff/Designee

12. Copies Voucher and Overnight Per Diem Worksheet for employee.
13. Submits completed, signed Travel/Expense Voucher to Administration for payment **no later than the fifth working day of the month**. Vouchers received after the fifth day will be processed the following month.
14. Submits completed, signed Overnight Per Diem Worksheet directly to the Payroll Clerk in the Finance Department. Reimbursement will occur in the next available payroll cycle.

Reimbursement Designee

15. Conducts random reviews of vouchers on a quarterly basis.

VI. REFERENCES:

None Available

VII. EXHIBITS:

- A. One-Way Mileage Chart

VIII. REVISION HISTORY:

Dates issued 04/86, 11/88, 05/90, 01/93, 07/96, 01/97, 05/97, 09/97, 08/99, 03/01, 02/03, 02/05, 04/07, 04/09, 10/10, 03/13, 01/14, 01/15, 01/16, 01/17, 03/18, 09/19, 09/20, 09/22, 12/22, 12/23.

St. Clair County Community Mental Health Authority

ONE-WAY MILEAGE CHART

FROM ⇒ ⇒ ⇒	TO			
	ELECTRIC AVE.	MARINE CITY	24TH STREET	CAPAC
Abbotsford GH	1.7	18.5	1.7	27.9
24 th Street	1.3	17.8	0	29.0
Alzheimer's Adult Day Care Program	2.2	19.0	2.7	28.0
Ann Arbor-PH Area	102.0	87.8	100	96.8
Arc/GWI	2.6	26.2	3.5	28.4
Belle River GH	15.1	2.5	16.1	35.5
Blue Water Club House	5.0	-	3	-
Blue Water Clinic	5.0	39.0	6.4	-
Capac	27.4	38.1	26.9	0
Caro-PH Area	80.0	93.2	80.2	54.4
Catholic Charities of SE Michigan	1.2	18.1	1.4	27.9
Charmwood House	7.6	21.0	6.2	22.1
Children's Services	1.7	18.0	0	26.8
CVC-PH Area	62.0	-	0	-
Community Treatment	4.5	38.0	0	-
County Administration/FIA	3.0	19.8	3.2	28.7
County Jail	3.0	16.6	2.6	27.8
Detroit-PH Area	62.0	50.1	60	61.3
Emmett-I-69	19.0	29.5	18.3	8.6
Frith Road GH	12.4	17.6	15	20.8
Goodells-I-69	14.0	25.6	12.8	13.9
Grand Rapids	180.0	193.0	180	156.0
Hancock	4.8	26.3	4.2	28.5
Harbor Oaks	27.8	16.8	29.4	32.3
Health Department	0.8	17	1.2	28.1
Hopps Road	5.1	26.7	3.7	28.9
Innovative Housing	7.5	28.7	1.7	31
St. Clair County RESA	4.8	26.7	5.2	28.9
Kalamazoo-PH Area	198.0	185.0	197	172.0
Lake Huron Medical Center	1.2	18.0	1.6	28.1
Lapeer	58.5	59.9	48.7	25.7
Lansing-PH Area	122.0	125.0	121	99.1
Life Skills – Capac	29.0	47.6	28.3	1.1
Life Skills – Fort Gratiot	7.3	28.7	6.8	30.9
Life Skills – Marine City	18.0	1.0	23.1	37.9
Lincoln House GH	3.4	20.2	3	28.8
Maple Street GH	24.0	7.5	28.4	44.4

Marine City	17.7	0	18	38
Marwood Manor	1.4	18.5	1.6	27.7
Mayfield GH	5.2	26.4	4.7	24.4
Medilodge of Yale	31.2	40.9	29.2	17.7
McLaren Port Huron	3.5	26.4	3.4	28.7
Michigan Road GH	5.3	21.0	4	23.6
Mt. Clemens-PH Area	40.0	26.4	36.7	34.0
Oakleaf Drive GH	7.5	28.8	6.9	25.2
Oak Street GH	1.9	18.8	1.2	26.8
PCC	3.0	19.8	2.9	29.3
Ponderosa GH	8.5	23.5	7.5	21.3
Port of Hopes	2.3	19.8	1.8	28.0
Ravenswood Road GH	2.6	16.5	3.3	27.9
Range Road GH	4.9	14.8	4.9	28.1
SAMS Club	2.9	24.0	1.5	26.3
SC ⁴	3.2	19.8	2.6	29.1
Scott Road GH	7.5	26.1	4.1	28.3
Semi Independent	3.5	14.7	4.1	30.3
Simpson Road GH	6.8	28.1	6.2	30.3
Springborn GH	3.5	14.6	3.9	30.5
Stonecreek GH	1.8	18.6	1.7	28.0
Stonybrook GH	6.2	20.2	5.4	22.8
Tenth Street GH	1.4	18.1	3.9	28.0
Thornhill GH	0.4	17.2	1.5	28.1
Traverse City	259.0	257.0	257.0	233.0
Vine Street GH	10.1	8.9	10.5	35.6
Woodland Developmental Center	4.8	14.6	5.2	28.3
Yale	28.5	40.4	29.1	14.0