

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**  
**Subpart: J-Program Management and Quality Improvement**  
**Section: 1302.101 Management System**  
**Subject: Local Travel Reimbursement**

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**Policy:**

Local travel will be followed as per Tri-County Community Council, Inc.'s Personnel Policies and Procedures. Local travel for the purpose of carrying out assigned work-related duties will be authorized by the Head Start/Early Head Start Director. Reimbursement will be at the current state mileage rate in effect at the time the travel is performed when personal vehicles are used to conduct regular, assigned work duties. Mileage will begin after the employee arrives at the office or regular place of work and ends in the same location. Staff will be reimbursed for any excess mileage traveled on the way to work or on the way home after work, if conducting regular, assigned work duties. There will be no reimbursement for travel to and from work.

**Procedure:**

1. Employees using personal vehicles are permitted if an agency vehicle is unavailable.
2. Employees using personal vehicles must furnish verification of appropriate vehicle insurance coverage before using vehicle for regular assigned work duties.
3. Documentation of mileage is to begin on the 1<sup>st</sup> of each month and end on the last day of the month. Employees will keep an odometer reading at the beginning and ending of each day or trip and give sufficient explanation as to the nature of the travel incurred while on assigned work duties.
4. Employees are to submit travel vouchers to their immediate supervisor as soon as all documentation is completed for the given month.
5. Each employee's immediate supervisor will review the travel voucher and forward it to appropriate staff for further processing.
6. Travel vouchers are then submitted to the Administrative Assistant who reviews them for accuracy and processes them for submission to bookkeeping. Any travel amounts that are not documented correctly will be deducted prior to submission to bookkeeping; the Administrative Assistant will notify employees of any changes. In the event that the total due to any individual employee is less than \$10, the travel voucher will be returned to the appropriate site for payment from petty cash. The Head Start/Early Head Start Director approves travel vouchers.

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7. Travel expenses of \$10 and above are reimbursed by a check issued by the bookkeeping department. Checks are distributed to designated personnel at each site who then distribute individual checks to employees. Contact with the bookkeeping department regarding reimbursements of any kind is only permitted by designated personnel, in accordance with Tri-County's Financial Policies and Procedures. Any individual questions that must be addressed must follow the chain of command procedures.