



TRANSPORTATION IMPROVEMENT BOARD FREQUENTLY ASKED QUESTIONS ABOUT TRAVEL

WHO IS THE TIB CONTACT FOR TRAVEL INFORMATION?

For all travel arrangements or questions regarding travel, please contact Kelsey Davis at the TIB office. You may reach her on her direct line at 360-586-1146 or by e-mail at kelseyd@tib.wa.gov.

WHAT TRAVEL EXPENSES ARE REIMBURSABLE?

Board members are reimbursed for the maximum allowable travel expenses under the guidelines set forth by the Office of Financial Management in section 10 of the State Administrative and Accounting Manual and TIB's Travel Policy (POL 407-110) for state employees. This includes:

MEALS - Board members must be in overnight travel status to receive reimbursement for meals during agency-determined meal period(s). If not in overnight travel status, Board members must be traveling for a total of three hours beyond the scheduled working day for reimbursement over a meal period. The non-overnight meal reimbursement is subject to federal taxes. (OFM Policy 10.40.60; IRS Publication 463) The per diem rate for meals varies from county to county. Costs incurred by the traveler that exceed the allowed per diem rate are the responsibility of the traveler. (OFM Policy 10.20; 10.40)

On occasion, the TIB will contract for a catered meal to be served during the board meeting. The cost of this meal will be within per diem rates, and reimbursement is not allowed. (OFM Policy 10.40.40.b)

LODGING – Lodging expenses are at the allowable state lodging rate and are billed directly to TIB. (TIB Policy 817)

OTHER – In addition to meals and lodging per diem, Board members are eligible for miscellaneous expenses. Examples of reimbursable miscellaneous expenses include parking, ferry costs, or toll fares. Receipts for these expenses are not required unless they exceed \$50.

IS A STATE TRAVEL CREDIT CARD AVAILABLE?

As a Board member, you are allowed to receive a state travel credit card, which can be used for meals only. Under the state's agreement, all non-travel transactions will be denied authorization. The billing process for a state travel credit card works much like a personal credit card. Once charges are incurred, a monthly statement is sent to the address specified by the cardholder. Your reimbursement check for these charges will arrive before the travel card statement. If you would like a state travel credit card, please call Kelsey at the TIB office.

WHO MAKES TRAVEL ARRANGEMENTS FOR ATTENDANCE AT BOARD MEETINGS?

HOTELS – Kelsey reserves a block of hotel rooms and makes the reservation for each Board member. These rooms are typically reserved at the allowable government rate. By working directly with the hotel, TIB staff is able to negotiate reduced rates on meeting facilities, rooms, and catering. This cost is directly billed to TIB.

AIRLINES – Kelsey will make your airline reservation. Airline tickets purchased through the TIB office or through a state-contracted travel agency are directly billed to TIB. If you choose to make your own airline reservations, you must use a travel agency contracted by the state. Contact Kelsey for assistance in locating a state-contracted travel agency.

It is important to purchase airfare using a state contract. Under the state contract, there is no penalty for canceling or modifying flight arrangements. If you choose to purchase a ticket that is not on a state contract, you are liable for the cost of the airfare in the event of a cancellation.

CAR RENTAL – Kelsey will make your car rental reservation. Usually, any car rental arrangement made through the TIB office is billed directly to TIB. On occasion, the board member pays out of pocket for car rentals made by TIB. If this happens, you will need to mail the car rental receipt to the TIB office as soon as possible to process the travel voucher reimbursement.

If you make your own reservation, please call Kelsey for assistance in locating the state-contracted car rental facility.

The state contract for renting motor vehicles **includes** full insurance coverage. The state will not reimburse travelers for the cost of additional insurance coverage purchased. (OFM Policy 10.50.35.f)

WHAT IS THE DIFFERENCE BETWEEN “POINT-TO-POINT” AND “VICINITY” MILEAGE?

You are entitled to claim point-to-point mileage when using a privately owned vehicle (POV) to drive from your official work site to the Board meeting site. TIB travel reimbursement forms have been customized to calculate the mileage from your work site to the meeting site using the OFM mileage chart or Mapquest. In addition to point-to-point mileage, vicinity mileage may be claimed when using your POV for board business (OFM Policy 10.50.20.a & b). Some examples of vicinity mileage include driving from the hotel to the meeting site or driving in the local region to review TIB projects. (Reimbursement for the use of a POV is payable to only one traveler when two or more travelers are traveling in the same motor vehicle.)

CAN I RECEIVE REIMBURSEMENT IF I ATTEND AN EVENT ON BEHALF OF TIB?

Yes. If you attend an event on behalf of TIB that has been authorized in advance by the Chair (i.e., ribbon cutting, groundbreaking, etc.), you are entitled to per diem. If you choose to receive reimbursement, please let Kelsey know and she will add it to the next board meeting’s travel expense voucher.

WHEN CAN I EXPECT TO RECEIVE MY REIMBURSEMENT CHECK?

You can expect to receive your reimbursement check within seven to ten business days after the board meeting. If you would like your reimbursement via automatic deposit, please let Kelsey know and she will give you a form.

WHEN DO I NEED TO RETURN THE “MEETING REIMBURSEMENT” FORM?

The “Meeting Reimbursement” form is distributed at the Friday board meeting. The form is filled out for you with information pertaining to **your** specific travel details. You need to sign the form and return to Kelsey before leaving the meeting. If you choose not to receive reimbursement, we request that you still sign the form and turn it in.