

Fayette/Raleigh MPO Travel Policy

It shall be the policy of FRMPO for staff members to travel when necessary to carry out assigned duties and responsibilities.

Travel procedures and reimbursements are largely dictated by the program under which an employee is paid and through which travel reimbursement is procured.

Daily travel to exercise job responsibilities should be coordinated with the Executive Director.

Travel which necessitates lodging and meal reimbursement requires prior approval of the Executive Director.

MILEAGE

FRM provides employees agency vehicles to be used to conduct FRM business. Whenever possible these vehicles are to be utilized. When not possible or prudent, mileage rates are allowed for employees' utilizing private vehicles, according to limits established by the program under which the travel is being procured. All trips are to be charged based upon actual mileage traveled.

TRANSPORTATION

Documented actual transportation cost of airlines, bus, taxi, rental vehicles, or rail is allowable.

PARKING TOLLS AND FEES

Documented actual expenditures are permissible for parking fees and tolls.

LODGING AND MEALS

Federal per-diem rates for lodging and meals are allowable. Actual reasonable costs are allowed for lodging, up to regulatory limits and as a matter of accountability, and documentation is required.

REIMBURSEMENT OF TRAVEL EXPENSES

Reimbursement will be processed upon presentation of an expense report. All travel reimbursement shall be due for reimbursement at the end of the month in which the expense occurred. All reimbursement requests shall be due at the end of the month in which the expense occurred.

OFFICE VEHICLES

FRM currently operates vehicles procured for the purpose of fulfilling FRM duties and responsibilities.

Staff of FRM may use these vehicles in the performance of their job duties as coordinated by the Executive Director or his or her designated staff person. One of the FRM vehicles shall be assigned to the Executive Director.

These rules apply when operating the office vehicles:

1. All trips must be logged on forms provided in each vehicle.
2. All vehicular violations cited to drivers are the sole responsibility of the driver and not FRM.
3. The driver and all passengers must wear the vehicle's safety restraint equipment while operating the vehicle.
4. Gasoline purchases should be made with FRM credit cards. If this is not possible, cash purchases will be reimbursed upon presentation of a receipt.
5. Upon return from travel when utilizing the vehicle, efforts should be made to maintain a full tank of gas.
6. Oil and fluid levels should be periodically checked by the driver. Windshield washer solvent should also be checked and maintained.
7. Responsibility for monitoring the current maintenance of office vehicles is the driver's.
8. Mechanical problems should be reported to the Executive Director as soon as possible. If mechanical problems arise while on travel, contact should be made to the Executive Director or other available staff as soon as possible.
9. Vehicles should be kept tidy and free from paper, trash, etc.
10. Vehicles are not to be utilized for personal use.
11. Employees whose job responsibilities include regular or occasional driving shall refrain from using a cellular device while driving unless appropriate hands-free options are used. Otherwise, employees are to pull off to a reasonable safe location and safely stop the vehicle before placing or accepting a call. Safety must come before all other concerns. Special care should be taken where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves and other drivers, pedestrians and passengers at risk to fulfill business needs.
12. Text messaging, reading e-mails, writing e-mails, or accessing the Internet while driving is not allowable under any circumstances.
13. Any employee charged with a traffic violation resulting from the use of a cellular device while driving on duty, may be subject to disciplinary action and personal liability resulting from traffic violations and is responsible for paying the cost of the violation.

14. Employee's must have a valid driver's license to operate these vehicles. Employees must not drive if their license has been revoked or suspended. All accidents, parking violations, moving violations, and license suspensions/revocations are to be reported to the Executive Director immediately.
15. Drivers must abide by all applicable traffic rules and speed limits. Headlights must be turned on when windshield wipers are in use due to rain, snow, hail, fog, or other unfavorable driving conditions.
16. No smoking is permitted in office vehicles. Employees are also not to operate office vehicles under the influence of drugs or alcohol.

If employees drive their own vehicle for work-related business, they are expected to comply with the above rules regarding the use of safety restraints, maintaining a valid driver's license, reporting any accidents, parking or moving violations, and license suspension or revocations to the Executive Director. Obeying all traffic laws and speed limits and using headlights when windshield wipers are on. Drivers of their own vehicles must also obey the above rules regarding the use of hands-free devices and refrain from texting, e-mailing, or accessing the internet while driving. Further, anyone driving their own car for work-related business must provide a current proof of insurance card. Proof of insurance is required any time a policy expires or renews. Such insurance shall have limits of no less than \$100,000 to \$300,000. A copy of the insurance card showing such limits is required by July 1, each year.