Yuma Private Industry Council, Inc.

Accounting Policy

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Revised on 04/27/2010

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I. Introduction

The Yuma Private Industry Council's Accounting Policy is the official document for the accounting and administration of grants and sub-grants with the U.S. Department of Labor and other funding sources. This policy constitutes all current fiscal policies and standards of the Yuma Private Industry Council (YPIC) through the time of issuance.

This policy will serve as a guide for the daily accounting activities. As policies and procedures change, modifications will be made. At all times the intent will be to comply with the Workforce Investment Act, Public Law 105-220, and all other pertinent rules and regulations.

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II. Policies and Procedures

A. Basis of Accounting

1. YPIC accounts are organized on the basis of funds and account groups. Each fund is a separate entity with its own self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. Resources are accounted for in individual funds based upon the purposes for which they are to be spent and the restrictions, if any, on the spending activities.

2. YPIC will report program outlays and income on a cash basis. The necessary accrual information for expenditure reports and financial statement presentation will be developed through the analysis of documentation on hand. Appropriate worksheet entries will be made to convert the books of account to the accrual basis.

3. YPIC will maintain records and produce reports in such form and containing such information as may be required by its funding sources. Records will be maintained to permit efficient determination of the status of funds, including disposition of all monies received, and the nature and amount of all charges claims against such funds.

4. YPIC will maintain on a current basis a minimum of:

   a. General Ledger
   b. General Journal
   c. Cash Receipts
   d. Disbursements Journal
   e. Payroll Register
   f. Fixed Assets Register, and
   g. Reconciled Bank Statements

B. Internal Controls

1. Policies

   a. Internal controls within the Yuma Private Industry Council will serve the following purposes:

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1. To safeguard YPIC's assets

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2. To check the accuracy and reliability of its accounting data

3. To promote operational efficiency and encourage adherence to prescribed managerial policies, and

4. To avoid fraud and abuse

b. Specific accounting controls will ensure that:

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1. Transactions are executed in accordance with management's general or specific authorization.

2. Transactions are recorded as necessary to permit preparation of financial statements and reports in conformity with generally accepted accounting principles and/or any criteria applicable to such statements and reports, and to maintain accountability for assets.

3. Access to assets is permitted only in accordance with management's authorization.

4. Periodic comparison of existing assets to the written records is performed and appropriate action is taken with respect to any difference.

c. Management and staff will maintain and demonstrate a positive and supportive attitude toward internal controls at all times.

d. Management and staff will have personal and professional integrity and will maintain a level of competence that allows them to accomplish their assigned duties, as well as understand the importance of developing and implementing good internal controls.

e. The following internal control techniques will be integrated into all procedures:

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1. All transactions and other significant events will be clearly documented, and the documentation will be readily available for examination.

2. Transactions and events will be promptly recorded and properly classified.

3. Transactions and other significant events will be authorized and executed only by persons acting within the scope of their authority.

4. Key duties and responsibilities in authorizing, processing, recording, and reviewing transactions will be segregated.

5. Qualified and continuous supervision will be provided to ensure that internal control elements are being observed.

6. Duties, responsibilities, and accountabilities will be clearly communicated to each staff member.

7. Each staff member's work will be systematically reviewed to the extent necessary.

8. Work will be approved at critical points to ensure that work flows as intended.

9. Access to resources and records will be limited to authorized individuals. Accountability for the custody and use of resources will be assigned and maintained.

C. Cash Management

1. Policies

a. Forecasts for cash needs will be limited to the minimum amounts needed for actual and immediate cash requirements.

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b. Treasury Circular 1075 and D.O.L. Regulations 20 CFR 627-430 will be the guiding policies for cash management.

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c. Requests for WIA Title I-B funds from the State will be prepared and submitted on a weekly basis.

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d. Reimbursements/advances to sub recipients will be limited to the minimum amounts needed, timed to meet actual immediate cash needs, and as close as administratively possible to actual cash disbursements.

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e. All cash requirements will be totaled for payables and payroll by fund.

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f. Cash requirements by contract (fund) will be faxed or scanned and sent to Arizona Department of Economic Security (DES). Contractor Requests for Funds and Disbursement Reports for Arizona DES will be prepared. Signature of the Operations Director or designee will be obtained. Request will be mailed or e-mailed to DES.

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g. A demand upon Yuma County will be prepared and submitted for payment.

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D. Cash Receipts

1. Policies

All cash receipts will be deposited daily and intact.

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a. All cash receipts in the mail will pass through the assigned staff member for the recording of receipts in the Cash Receipts Control log.

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b. The deposit slip and the actual deposit will be completed by a staff member who does not have responsibilities in the recording of entries in the General Ledger.

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c. The Cash Receipts Control log will be compared to the entries in the cash receipts journal in conjunction with the bank statement reconciliation.

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2. Procedures

a. Once sorted from incoming mail, any support for receipts will be dated stamped.

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b. The mail receipts will be recorded on the Cash Receipts Control log.

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c. The mail receipts will be forwarded to the staff member who is responsible for preparing the deposit slip, endorsing the check, and making the deposit at the bank.

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d. The copies of the deposit along with the validated deposit slip will be forwarded to the staff member who is responsible for recording cash receipts into the General Ledger.

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e. The receipts will be coded for recording into the General Ledger. The code sheet, along with the validated deposit slip, copies of the checks or check stub, and any remittance documentation are combined to form the *cash receipts package*.

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f. Once entered into the General ledger, the cash receipts package will be filed.

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E. Accounts Payable

1. Policies

a. All invoices, check requests, and travel vouchers will be signed by the authorized supervisor or procurement officer, and when appropriate, the staff member who initiates the request for payment.

b. All invoices, check requests, and travel vouchers will be canceled to avoid duplicate payments.

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c. All supporting documentation must be intact prior to processing any check request or travel voucher.

2. Procedures

a. Establish liability of the organization by ensuring that all invoices have been signed off by the appropriate person.

b. Review vendor files, when appropriate, to ensure that the invoice has not been previously paid.

c. Avoid payment of invoices that are not originals, or are second notices, copies, etc. If originals invoice is not available, notation is made on documentation as to why it is not.

d. Verify extensions, discounts, tax rates, and additions.

e. When two or more invoices are being paid to one vendor, combine the invoices for a grand total.

f. Cancel each invoice by stamping with the verification/disbursement stamp.

g. Sign and date each invoice in the verification space outlined by the stamp.

h. Code the invoice using the Chart of Accounts and any other document provided.

i. Clip any remittance documents to be returned to the vendor to the back of the invoice.

j. Enter the invoice into the accounts payable system (or ledger).

F. Cash Disbursement

1. Policies

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a. All cash disbursements will be supported with the applicable documentation.

b. All checks that are issued will bear the payee's name and the dollar amount.

c. All cash disbursements will be approved by the Operations Director or designee.

d. All payment packages will be files in vendor folders numerically after disbursement.

2. Procedures

a. Print checks. Affix "paid" stamp and enter check number on payment package.

b. Verify checks to payment packages.

c. Sign checks.

d. Deliver payment packages and checks to the Operations Director or designee for approval.

e. Deliver signed checks and payment packages to assigned staff member for mailing.

f. Mail checks and remittance documents.

g. File payment packages in vendor folder.

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G. Lost and Voided Checks

1. Policies

a. All voided and spoiled checks will be retained.

b. Lost checks will be replaces only upon receipt of an "Application for Duplicate Check."

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c. Stop payment orders will be issued on all lost checks except those whose amount is equal to or less than the fee charged by the bank for stopping payment.

2. Procedures

a. Voided and spoiled checks

1. The word “VOID” will be written across the face of the check. The check will be mutilated by cutting off the signature block.

2. The voided check will be entered into the system and the running bank balance adjusted. Trace reports will be printed and filed in appropriate files.

3. If the check is not to be reissued, the obligation will be canceled and the Purchase Order voided.

4. If the check is to be reissued, the obligation will be corrected and a new Purchase Order issued, if required.

5. A new check will be issued.

6. The voided check will be files with the canceled checks in numerical order.

b. Lost checks

1. When a check has been lost or has not been received, the payee will complete an “Application for Duplicate Check” and submit it to the Fiscal Department.

2. The Fiscal Department will contact the bank to verify that the check has not cleared and to initiate a stop payment request if necessary.

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3. The check will be voided in the system following steps “2” and “4” above in Section “a”.

4. A replacement check will be issued and the new check number will be noted in the original documentation.

5. The original “Application for Duplicate Check” will be filed in a folder established for that purpose with a copy of the duplicate check attached. A copy of the application and new check will be filed with the canceled checks in the place of the lost check.

H. Petty Cash

1. Policies

   a. Petty cash will be used for small cash disbursement.

   b. Individual disbursements will be limited to a maximum of $35.00

   c. Any disbursements of more than $35.00 must be approved by the Operations Director or the Executive Director.

   d. All requests for petty cash disbursements must be supported with appropriate receipts.

   e. The employee handling the petty cash fund will be personally responsible for the fund at all times.

   f. The petty cash fund will be maintained at $200.00

   g. The petty cash fund is subject to unannounced audits by the Operations Director or Designee.

2. Disbursement Procedures

   a. Each request for an advance cash disbursement will be documented by a signed request form. When items have been purchased, receipts will be returned.

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b. Receipts will be stamped and the date, purpose, coding, and signature of receiving employee will be affixed.

c. Disbursements of more than $35.00 must bear the signature of the Operations Director or designee. Unsigned requests for more than $35.00 will be rejected.

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3. Accounting Procedures

a. Each expenditure will be coded with the appropriate accounting code. Whenever the fund is replenished, the appropriate expense account will be debited with the expense.

b. A check request will be completed requesting the amount of funds needed to bring the fund back to the original fund balance.

c. When the petty cash fund is replenished, a check will be drawn payable to the employee responsible for the fund for the amount of petty cash previously disbursed and accounted for. All receipts will be attached as support of payment. Supporting documentation will be canceled to prevent duplicate payment. The entry on the books will be to debit the various expense accounts and to credit cash.

d. The petty cash account will be debited only when the fund is established. On the basis of the petty cash request vouchers, the expense accounts will be debited each time the fund is replenished. There will not be further entries to the petty cash general ledger account once it has been established, unless the fund is discontinued or a decision is made to change the amount of the fund from its present authorized fund balance.

I. Activity Reports and Time Sheets

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1. Activity Reports Policies

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a. The reports will reflect either a contemporaneous or an after-the-fact determination of the actual activity of each employee. It is essential that time be allocated to specific categories under each WIA award (administration or program).

b. Each report will account for the total activity for which employees are compensated and which is required to fulfill their obligations to the organization.

c. The reports will be signed by the employee and a responsible supervisory official who has firsthand knowledge that the distribution of activity represents a reasonable estimate of the actual work performed by the employee during the periods covered by the reports.

d. The reports will be prepared biweekly and must coincide with one pay period.

e. Charges for the salaries and wages of non-exempt employees also must be supported by records indicating the total number of hours each employee worked each day.

f. Each employee's timesheet will be tailored specifically to the breakdown of his or her hours, including leave, holidays, etc. If the employee is paid through multiple funding awards, each award must be listed on that employee's timesheet, or a separate timesheet must be made for each award.

g. When the employee is working in two or more task categories (e.g., administration or program) sick leave, vacation, and his or her time will be reported in half-hour increments when possible.

2. Activity Reports Procedures

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a. Timesheets are verified for signatures, totaled (total regular hours, vacation hours, sick hours, etc.) and input into software.

b. Report with total hours and gross pay is generated and submitted for approval to appropriate staff.

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c. Net pay is calculated and checks and direct deposit report are generated and submitted for approval to appropriate staff.

d. Direct deposit file is sent to bank and payroll checks are forwarded to appropriate staff for distribution.

3. Time Sheets Policies

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a. The time sheets will be prepared in ink.

b. Time sheets will be submitted to each employee's supervisor for review and approval.

c. Each time sheet will be filed in the payroll files in employee number order.

4. Time Sheets Procedures

a. Approved time sheets will be given to the appropriate employee for processing.

b. Time sheets will be entered into the computer system (ledger).

c. It should be determined that all time sheets have been received and entered appropriately.

d. Trace reports will be produced showing account and summary of total costs to be posted to the general ledger by account.

e. Approved time sheets will be filed by employee number order by payroll date.

J. Payroll

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1. Policies

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a. A Personnel Action Form will be provided to the Fiscal Department advising of any new employees, funding sources, any changes in pay rates, name changes, and address changes, etc.

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b. All payroll deductions, other than compulsory deductions, will be authorized by the employee. The authorization will bear the amount of the deduction and must be signed and dated by the employee.

2. Procedures

a. Upon receipt of the Personnel Action Form, Fiscal staff will complete the required maintenance as indicated.

b. Fiscal staff will review the employee master list to ensure input information is correct.

c. Personnel Action Forms will be filed in the employee's personnel file. The employee master list will be copied and placed in the payroll and personnel files.

d. Time sheets will be processed for computer entry. Leave will be posted to individual employee records. Availability of leave will be verified.

e. Payroll will be processed in accordance with the system procedures.

f. Payroll personnel will print the verification report.

g. The payroll verification report will be approved before the printing of checks.

h. The payroll personnel will print, review, and sign payroll checks.

i. Checks and time sheets will be given to the Operations Director or designee for review and approval.

j. Checks will be given to assigned staff member for disbursement to employees.

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K. Travel Requests and Disbursements

1. Policies

   Policies will follow those outlined in YPIC's travel Policy. See attachment.

2. Procedures

   a. A completed travel advance request will be provided to the Fiscal Department.

   b. A cash advance will be provided to the employee and recorded in the cash advance petty ledger.

   c. Upon completion of travel, a travel claim will be submitted and costs incurred will be verified. Any balance due from the employee will be remitted to the accounting clerk. Amounts due to employee will be included in subsequent accounts payable processing.

L. Fixed Assets

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1. Definition: Any article of non-expendable, tangible personal property having a useful life of one year or more and an acquisition cost of $1,000 or more per unit will be classified as a fixed asset.

2. Policies

   a. Purchases will not be made without prior written approval from State WIA Administration. Approval may be in the form of an approved contract budget.

   b. Fixed assets will be classified according to category; ie. Office equipment, data processing equipment, vehicles, etc.

   c. YPIC identification tags will be affixed to all fixed asset items.

   d. Purchased equipment will be reported to State WIA in accordance with its policies. DES identification tags will be affixed to equipment upon receipt.

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e. Complete and up-to-date inventory records for all equipment will be maintained.

f. Reconciliation of inventory records to the general ledger control accounts will be performed annually.

g. A physical inventory will be performed not less than once every two years.

h. These policies will flow down to the sub-recipient level for all fixed assets purchased wholly or in part with WIA funds.

i. The local WIA Service Area procurement policy will be followed for all purchases.

3. Procedures

a. A request to Purchases will be prepared and submitted to the Operations Director or designee for preliminary approval. The request will include justification for the purchase, approximate cost, and intended procurement method.

b. Upon receipt of approval Request to purchase, designated staff will proceed according to guidelines established in the YPIC's procurement policies and procedures.

c. Upon receipt of the goods or services purchased, a complete payment package will include:
   1. An original invoice from the seller.
   2. Packing slip or evidence of delivery, if applicable.

d. The following items will be maintained by the Procurement Department:

   1. Documentation of competitive purchase, i.e. oral or written quotes or summary of proposal or bid process, and
   2. Indication of location of property and custodian, if applicable.

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e. The Fiscal Department will code according to classification and process for payment.

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f. The Fiscal Department will provide copies of the complete payment package to the assigned property records custodian.

g. The property will be entered into the inventory records with all the pertinent records attached, including total cost.

h. The property will be promptly tagged with a YPIC identification tag.

i. The copies of the payment package will be maintained in permanent files by the property records custodian.

j. At the end of the fiscal year, the dollar amount of the inventory added during the year will be reconciled to the corresponding classification code in the books of record.

k. Upon disposal of a fixed asset, it will be removed from the inventory and its records place in a “Disposed Assets” file. Appropriate journal entries will be made to remove the value from the fixed asset account.

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II. Sustainability

A. Organization's Fiscal Viability

Part 1: Complete the appropriate budget template(s) and submit a budget plan for the next three years of operation. The budget proposal must account for any major changes in or anticipated by the organization and identified in the business plan. The Board will also consider the two previous years of existing financial performance information.

See the Budget Templates.

Part 2: Provide a narrative that clearly describes the structures and systems in place in the organization to ensure fiscal viability. Include information on the following:

- **Accounting procedures**
- **Process used in fiscal decision-making**
- **Site-level personnel with fiscal authority**
- **The organization's fiscal viability related to fundraising**
- **Philanthropic support from the community**

We have attached a copy of the YPIC accounting policy. The process used in fiscal decision-making is for the Key Personnel to work as a team. Each year a budget is established for the Charter High School and added to the overall budget of YPIC. The Charter High School Board approves the annual budget for submittal to the state and the Workforce Investment Board approves the overall budget of YPIC. The Site-level personnel with fiscal authority are the Executive Director and the Operations Director. If fiscal decisions need to be made, the team composed of the Executive Director, Operations Director, Accounting Manager, and Charter School Manager meet to discuss the options and make a final decision.

The organization's fiscal viability is not related to fundraising. The Charter School funds are received from the State of Arizona for the operation of the Charter High School. We ensure that the funds for the school are adequate to meet the needs of the school. YPIC does receive some extra curricular funds from staff members, parents, and board members who donate funds through the State tax initiative. The Charter School also receives funds specifically for scholarships for graduating seniors from various organizations and from funds raised by the student council.

Attachment D

COMPREHENSIVE TRAVEL AUTHORIZATION AND TRAVEL EXPENSE POLICIES FOR YUMA PRIVATE INDUSTRY COUNCIL

I. Purpose, Scope, Application and Exceptions

The purpose of this policy is to establish uniform procedures for authorization of travel expenses for Council officers and employees who travel on official business.

II. Travel Authorization

The Executive Director, or his/her designee, must authorize all travel in advance. All travel for the Executive Director requires the authorization of the. Council authorization is necessary for all travel that occurs as part of an employee's official duties, even when expenses are paid by an agency other than the Council. No less than twice a year, the Chair of the Finance and Personnel Committee shall review the travel related expenses of the Executive Director.

III. Budgetary control:

The Executive Director is responsible for exercising control of travel expenses by keeping them within adopted budgetary appropriations. If sufficient funds are not available, travel will not be authorized.

IV. Definitions and Terms:

A. Travel Authorization and Itemized statement of Travel Expenses

Forms which enable employees to request authorization for travel advances, (transportation, lodging, per diem), and actual travel expenses are available on line (F: Everyone; Travel; Request for Travel and Travel Planning Form) and from the Fiscal Department.

B. Reimbursement for Travel

Reimbursement for travel is limited to expenses incurred by the most direct and usually traveled route. An employee or official traveling by an indirect route for his own pleasure and convenience will not be reimbursed for expenses in excess of those which would have been required for travel by the most direct route.

C. In-State Travel

All travel within the boundaries of the State of Arizona is considered in-state travel.

D. Out-of-State Travel

All travel outside the boundaries of the State of Arizona is considered out-of-state travel.

E. Responsibility for Transportation and Lodging Reservations

The Executive Director shall designate staff responsible for making all transportation and lodging arrangements after approval of travel has been obtained through the Executive Director, or his/her designee..

V. Travel Status

A. Eligibility for Lodging and Meals

An official or employee is considered to be on travel status and eligible for lodging and meals when traveling on Council business or is otherwise authorized management personnel, which ever is appropriate.

B. Eligibility for Mileage Reimbursement

If approval is given for an official or employee to use his/her personal vehicle, that person shall be reimbursed for mileage, regardless of eligibility for per diem reimbursement.

VI. Transportation

Transportation expenses for common fares, private vehicle, air fare, emergency repairs to Council-owned vehicles, bridge and road tolls, necessary taxi, bus or streetcar fares, parking fees, and all other charges essential to travel (i.e. tips up to 20% of basic charges, etc.) are considered as transportation costs and will be reimbursed within reason.

A. Limitations

1. Reimbursement will be made only for the method of transportation which is in the best interest of the Council, considering direct expense as well as the official's or employee's time. The Executive Director, or his/her designee, will determine the method of travel for employees, and by the Council Chairman for the Executive Director's travel.

2. Expenses incurred from travel between home and the designated post of duty shall not be allowed. When a trip is commenced or terminated at the claimant's home, the distance traveled shall be computed from either his designated post of duty or home, whichever shall result in the lesser distance.

3. In the determination of fares or mileage paid for transportation by airplane, the place of origin or return shall be the airport serving the area of the official's or employee's designated post of duty or residence, whichever results in the lesser distance or amount.

B. Common Carrier

1. Air travel is considered more economical in terms of time and money than other modes of transportation when making long trips. Claims for transportation by scheduled airlines shall be allowed at the lowest fare available. Claims for reimbursement of higher fare or extra charges for transportation by scheduled airlines may be allowed if accompanied by a full explanation stating the facts constituting necessity.

2. Other means of transportation are inconvenient or uneconomical. This may especially be a preferable method of transportation in inter-cities with regularly scheduled bus lines. Receipts must be furnished with the claim for reimbursement.

C. Rented Automobiles

Rented automobiles may be used when other means of travel cannot be used economically or conveniently.

VII. Other allowable Transportation Expenses

A. Local Transportation

Taxicabs, airport limousines, local buses, streetcars, and rental cars are classified as local transportation and may be used subject to reasonable and necessary conditions.

Receipts must be furnished with the claim for reimbursement.

B. Parking Expenses

When official travel has been authorized, necessary parking charges may be claimed. Airport parking or storage fees will be allowed if the total cost is less than the cost of a taxicab to and from the airport.

C. Incidental Travel Expenses

Reasonable expenses incidental to travel (baggage handling, parking fees, etc.) are reimbursable expenses. Receipts must be furnished with the claim.

VIII. Privately-Owned Vehicles

A. Use

Whenever possible, Council owned equipment should be used in place of privately owned vehicles. It is the responsibility of the Executive Director, not the employee, to determine whether a Council or privately owned vehicle is to be used.

B. Two or More Employees

When two or more employees travel in the same personal vehicle at the same time, only one employee will be reimbursed for mileage expense (mileage includes gas; i.e. no additional funds for gas). If a group of personnel are attending a function requiring travel, the Council may provide vehicles. Personnel who prefer not to ride with the group will not be reimbursed for mileage when using their personal vehicle, nor will they receive any funds for alternative transportation.

C. Insurance Coverage and Driver's License

Persons driving a privately owned or company vehicle on Council business must have current vehicle insurance and a valid Arizona driver's license.

Prior to authorized travel, an employee using their personal vehicle shall provide evidence of vehicle liability insurance with at least the minimum amounts of insurance coverage specified by ARS 28-1170 to Human Resources, if not already on file. Employees are encouraged to have greater amounts of automobile liability insurance coverage than is minimally required for their own protection.

Failure to demonstrate evidence of at least the minimum required vehicle liability insurance along with current valid Arizona driver's license prior to Council travel will result in non-payment of the mileage reimbursement request.

If the official or employee does not carry the minimum liability insurance, it is the responsibility of the supervising authority to prohibit the use of a privately owned vehicle for Council business and also the use of a Council vehicle.

If a Council official or employee, driving his own vehicle is involved in an accident and found to be at fault, his own liability must respond to the limit of the policy.

If a Council official or employee driving his own vehicle on Council business is involved in an accident, regardless of fault, the Council will not reimburse the employee for comprehensive or collision damage.

D. Reimbursement

When use of a privately owned vehicle is authorized, mileage will be reimbursed at the current I.R.S. Standard Mileage Rate for Cars published in "Circular 'E' Employers' Tax Guide".

Identifiable locations (i.e. company name, and city) must be indicated on the destination line of the "Personal Vehicle Mileage Reimbursement Form" or the "Motor Vehicle Mileage Log". When a trip is commenced or terminated at the claimant's home, mileage shall be allowed from either his designated post of duty or home whichever shall result in the lesser distance.

It is the responsibility of the departmental authority to see that claims for mileage are correct and comply with Council policies.

E. Forms

A "Personal Vehicle Mileage Reimbursement Form" (see attached) or "Motor Vehicle Mileage Log", shall be completed and submitted prior to reimbursement for mileage of Council business travel.

IX. When more than one official or employee travels in the same private or rented conveyance, only one claim for reimbursement of transportation shall be allowed.

X. Lodging Reimbursement

A. Definition

Lodging shall be defined as overnight living quarters at a motel or hotel for a single person rate and applicable taxes.

B. Sharing

If the employees share a room, only one lodging reimbursement will be made and shall not exceed the maximum reimbursement amount.

C. Exclusion

Lodging expense incurred at other than a commercial establishment is not reimbursable. Lodging costs incurred within thirty-five miles of an individual's designated post of duty or residence will not be reimbursed unless an emergency exists and the Executive Director approves.

D. In-State

An official or employee on travel status in Arizona for a continuous twenty-four hour period or more may claim reimbursement for lodging expenses up to a maximum of the federal allowable rate per day (or as otherwise authorized).

Officials or employees on travel status for less than a twenty-four hour period, including an overnight stay, may claim reimbursement for lodging expenses up to a maximum of the federal allowable rate if advance authorization is approved by the Executive Director, or his/her designee.

All lodging receipts must be furnished with the claim for reimbursement and reimbursement will be only for the actual amount of lodging expenses based on the federal rate.

Exceptions to the established maximum lodging reimbursement amount require authorization from the Executive Director and must be furnished with the claim for reimbursement.

E. Out-of-State

An employee on travel status out of the State of Arizona for a time period including an overnight stay may claim reimbursement for actual lodging expenses. All lodging

receipts must be furnished with the claim for reimbursement and reimbursement will be only for the actual amount of lodging expenses based on the federal rate.

Exceptions to the established maximum lodging reimbursement amount require authorization from the Executive Director and must be furnished with the claim for reimbursement.

XI. Meals Reimbursement

A. Definitions

Types of meals shall be defined as food expenses, including applicable taxes and tips of expenses at a restaurant or other public eating facility. An employee may request reimbursement for the following meals if on travel status during the corresponding hours.

Breakfast - Prior to 8:00 A.M.
Lunch - Between 10:00 A.M. and 3:00 P.M.
Dinner - Between 6:00 P.M. and 12:00 A.M.

An official or employee on official Council travel status may claim only a maximum of one breakfast, one lunch and one dinner meal for every continuous twenty-four hour period.

B. <u>In-State</u>

An official or employee on travel status in Arizona may claim reimbursement for meal expenses up to the maximum amount allowed according to the current

Federal Per Diem Rate; the following schedule is suggested:

Breakfast - 18% per day
Lunch - 24% per day
Dinner - 58% per day

The employee on travel status may claim only a maximum of one breakfast, one lunch, and one dinner for every continuous twenty-four hour period in accordance with the current Federal Per Diem Rate. Whenever an employee is entitled to two or more meal allowances, the amount expended for any particular meal is left to his or her discretion; however, the total for all meals for the time period in travel status shall not exceed the maximum allowance for the 24-hour period.

The above allowances include applicable taxes and tips of the expense for each meal.

Officials or employees required to travel at night or during unusual hours may, with advance written authorization from the Executive Director, be reimbursed for meals

eaten during the travel according to a modified schedule of the above. However, maximum meal costs for a continuous twenty-four hour period shall not exceed the maximum Federal Per Diem Rate.

All meal expenses in excess of the maximum amount allowed for each type of meal will not be reimbursed by the Council.

Reimbursement for alcoholic beverages is not authorized.

D. Out-of State

An official or employee on official Council travel status out of the State of Arizona may claim reimbursement for meal expenses up to the maximum amount allowed according to the current Federal Per Diem Rate.

Reimbursement for alcoholic beverages is not authorized.

E. Exceptions

Where meals (continental breakfast excluded), are provided and included in other travel fees, the Council will not reimburse these meal claims.

Reimbursement for alcoholic beverages is not authorized.

XII. Conferences, Convention and Meeting

Council officials and employees may claim fees and other expenses incurred for registration and attending a convention, conference, or meetings of associations or organizations, for reimbursement. Receipts for expenses incurred and a copy of the conference program or literature showing opening and closing dates and the fee rates and meals included shall be furnished with the claim for reimbursement.

Expenses or "tour packages" offered in connection with the registration are not authorized. Expenses incurred while staying after the close of a convention, conference, or meeting will not be allowed.

The Executive Director, or his/her designee, must authorize all conferences, conventions, and meetings attended by employees. Extending the stay of travel will be at the discretion of the Executive Director. All conferences, conventions, and meetings attended by the Executive Director require authorization.

XIII. Education, Training and Seminars

Officials and employees may be permitted to attend education and training seminars if funds have been appropriated for such purposes.

Authorization from the Executive Director, or his/her designee, is required for employee participation.

XIV. Travel Advancements

A. Preparations

Travel advance requests must be submitted on forms prescribed by the Executive Director. All travel advance requests must be prepared, submitted and authorized by the Executive Director, or his/her designee, prior to receipt of the advance. To insure receipt of an advance before departure, the Executive Director should receive the request at least one (1) week prior to the date of departure.

B. Reconciliation with Reimbursement

Should the travel advance exceed the reimbursement, the Fiscal Department shall obtain a personal check from the individual and deposit the check into the Council account from which the advance was charged as a reduction of expenditure.

Bank deposits shall contain sufficient information to cross-reference the deposit to the original advance for audit purposes.

If an unused travel advance is not repaid within ten (10) working days after completion of travel, the Fiscal Department shall advise the Executive Director. The Executive Director will take necessary action.

No travel advances shall be made to anyone who has not repaid an unused travel advance.

Prior to final payment for any terminating employee, the Executive Director shall insure that all travel advances have been repaid.

C. Responsibility

It is the responsibility of the Fiscal Department to maintain a register of advances and reimbursements and a control of travel advances.

D. Deductions from Claim

Travel Advances shall be deducted from the travel claims at the time of submission. Claims must be submitted within ten days of completion of travel.

XV. Travel Forms and Claim Processing

A. Travel Advances - Request for Pre-Travel Advance

If a travel advance is desired, a request for Pre-Travel Advance Form must be completed by the employee and approved by the Executive Director or his/her designee. Expected travel expenses to be incurred shall be entered respectively in the appropriate spaces. Applicable brochures or conference outlines must be attached to support travel requests. The requests should be submitted to the Executive Director ten (10) days prior to the date the advancement is being requested for.

If approved, the request for Pre-Travel Advance is forwarded to the Fiscal Department and payment of the advance will be processed and delivered according to established procedures.

B. Claims for Travel Expenses - Itemized Statement of Travel and Other Expenses.

A Council official or employee must file an itemized statement of Travel and Other Expenses form with the Fiscal Department within ten (10) working days upon return from his travel in order to receive reimbursement.

A Council official or employee who regularly incurs mileage reimbursement expenses must file an itemized statement of Travel and Other Expenses form with the Fiscal Office at least every month in order to receive reimbursement.

C. Travel Claim Form

All claims for a completed Travel Claim Form shall accompany travel expense reimbursements. The official or employee filing the claim for travel expense reimbursement is responsible for completing the Travel Claim Form.

D. Receipts

Receipts for all requested travel expenses must accompany the claim for reimbursement.

All claims for travel expense reimbursement without appropriate receipts will not be accepted.

It is important to file separate receipts for lodging and other reimbursable travel expenses with the itemized statement of Travel and Other Expenses. Except for meals, only claimed reimbursable expenses that have corresponding receipts will be accepted. Travel status in appropriate time periods must be confirmed in order to receive meal reimbursement.

When an official or employee received a travel advance, the bookkeeper will reduce the claim for reimbursement by the amount of the advance.

Travel Expense reports shall be submitted within ten (10) working days upon returning from travel.

1. Reimbursement Due Council

   If balance of a travel advance remains, the official or employee shall return the excess to the Fiscal Department. Return of any unused

2. Costs

   If travel expenses are determined by the Fiscal Department to have been claimed for inapropriate reimbursement, the claimant shall refund these costs to the Council within five (5) working days after written notification.

3. Lien against Wages

   Expenses not recovered through a payment to the Council within five (5) working days after completion of travel or written notification from the Fiscal Department shall constitute a lien against an employee's wages and shall be recovered by the means of a payroll deduction at the next scheduled payroll.

4. Expenses Equal Advances

   If actual allowable travel reimbursable expenses are claimed equal to the travel advance; the travel forms will be filed with the Fiscal Department without further processing.

5. Reimbursement Due Employee

   If actual allowable travel reimbursable expenses claimed exceed the travel advance, the Fiscal Department will issue a check to the official or employee.