Kentucky Municipal Energy Agency

Travel Expense Policy

04/01/2018

# Purpose

The purpose of this policy is to:

1. Describe the types of travel and business development expenditures that are reimbursable by Kentucky Municipal Energy Agency.
2. Inform employees of their responsibilities to control and report travel and business development.
3. Describe the process for an employee to file and obtain travel expenses and reimbursement.

# Employee Travel & Business Expense Guide

This guide is intended to aid the Kentucky Municipal Energy Agency business traveler and Kentucky Municipal Energy Agency management by setting forth guidelines and reporting requirements related to Kentucky Municipal Energy Agency expectations and IRS regulations.

All travelers and Managers bear responsibility for cost-effective business travel. All travel must be approved prior to the actual travel event by the CEO or by a KyMEA Officer in the CEO’s absence. The CEO will carefully review and approve all Expense Reports. Items not considered reimbursable will be disallowed prior to being submitted to Accounting.

While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. The traveler, is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the policy is silent, to exercise good business judgment.

# General Travel Policy

It is the Agency’s policy to reimburse employees for all expenses necessary, reasonable and incurred when traveling on authorized Agency business.

Travel expenses must be properly documented and approved on a Travel Expense Report. It is each employee’s responsibility to adhere to policy when involved with expenditures on behalf of the Agency. Further, it is the responsibility of the CEO to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the recognized policy.

Employees are expected to:

1. Exercise good judgment with respect to expenses.
2. Spend the Agency’s money as carefully and judiciously as they would their own.

# Travel

The Agency will pay for travel as long as expenses are reasonable. Employees are expected to fly coach and get the best possible prices and arrangements. Employees should make similar arrangements for hotels and car rentals as required.

# Travel Advances

Except in hardship cases, the Agency provides no travel advances. Agency employees will be provided an Agency credit card to be used for travel expenditures.

# Mileage

Any use of an employee’s own vehicle for Agency business will be paid at the then prevailing mileage rate approved by the Internal Revenue Service.

# Supplies and Services

Supplies and services used in your work will be reimbursable if approved in advance by the CEO. The Agency may approve the continued reimbursement of certain of these supplies without every time approval. KyMEA strongly encourages employees to seek out approval for any supplies or services they believe will enhance their work product or those of others around them.

# Meals and Business Development

All meals out of town are reimbursable, as long as reasonable prudence is used. Business development and other direct Agency business associations which promote goodwill is encouraged but within reasonable and prudent limits.

# Expense Report Submissions

Expense reports should be filled out promptly and submitted for reimbursement. Receipts and explanations should be included with all expense reports. Expense reports are to be signed by the employee and the CEO and forwarded to Accounting. Any Expense Report turned in 90 days after the first expenditure on the report is subject to nonpayment.

# Reimbursement

Employees will be reimbursed for reasonable expenses incurred during the course of their duties, upon the submission and approval of the expense reports, explanations, receipt, and vouchers in accordance with this policy. The Agency will consider and approve, in its sole discretion, the reasonableness of expense, and the amount that shall be repaid.