



Policy Name: III.34 Travel Pay and Expense Policy	Section: III Human Resources	Programs: All
	Standard/Area: F 4 Workforce Development and Management	Review Date: 8.20.25
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Section I: Intent

The intent of this policy is to provide clear guidelines on eligible travel expenses, pre-approval requirements, reimbursement procedures, and per diem allowances for employees and contractors undertaking official travel on behalf of MVCS.

Section II: Policy

MVCS recognizes the importance of supporting its employees and contractors in fulfilling official duties through authorized travel. This policy establishes standardized procedures for the reimbursement of travel-related expenses to ensure transparency, accountability, and fiscal responsibility. This policy applies to all MVCS employees, contractors, and authorized personnel who travel for official MVCS business, including conferences, training, meetings, site visits, and other authorized activities.

Section III: Procedures

Some positions within MVCS require travel. Travel time pay in Massachusetts is governed by the Massachusetts Minimum Wage Regulations (455 CMR 27) and the federal Fair Labor Standards Act (FLSA). Exempt employees do not receive additional pay for travel time. The Agency pays non-exempt employees for travel time as follows:

Ordinary travel between home and work is not compensable working time. However, if an employee who regularly works at a fixed location is required, for the convenience of the Agency, to report to a location other than their regular work site, the employee will be compensated for all travel time more than their ordinary travel time between home and work with allowance for associated transportation expenses. Mileage is calculated from the employee's regular work site to the work required destination, not from home. Mileage is paid at the IRS Business rate that may change annually.

It is the policy of MVCS that business travel, accommodations and meals must be approved in advance and should be engaged in and reimbursed according to the guidelines below.



Guidelines

1. Employees holding jobs that require travel are expected to travel as a condition of employment. For all other jobs, travel is considered only an incidental function of the position but may be required.
2. Supervisors must approve any employee travel in advance (based on whether job related and necessary).
3. Authorized expenses should be submitted with the corresponding payroll and no later than 30 days. Expenses must be submitted in the payroll system and will be reimbursed through payroll. Receipts are required for all expenses for which an employee expects reimbursement and are to be uploaded into the payroll system.
4. Mileage expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. All reimbursements must be submitted through the payroll system within 30 days of expense and include the following information: dates, travel points, a brief description of the business purpose of the travel, and the number of miles actually driven. Expense reports should be submitted with payroll and will be processed in conjunction with the bi-weekly payroll. Supervisors must approve all expenses claimed by employees before they are submitted for payment.
5. Employees will provide their supervisor with a copy of their itinerary before leaving on business travel.
6. Employees who know or anticipate that they will have a special request for travel expense reimbursement should seek approval for the expense from their supervisor before the expense is incurred. For off-island travel that exceeds 6 hours of work (exclusive of travel time) employees are permitted to submit reimbursement requests for meals, not to exceed 75% of the M & IE breakdown for the continental US. All per-diem requests require receipts upon return. An employee who does not present receipts for meal allowance requests will be required to reimburse the Agency for any funds advanced. Employees may NOT use meal allowance for alcohol.
7. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility. Employees will not be reimbursed for the travel expenses of their spouse.
8. Employees traveling on Agency business are representatives of the Agency and are expected to maintain a high level of professionalism and follow all of the policies and rules of MVCS.



Allowable Expenses

1. **Use of Personal Automobile** - All employees using their own vehicle for business purposes must maintain insurance coverage as required by law and must obtain an official driving record from the RMV, if requested. MVCS does NOT maintain insurance coverage for employees who use their personal vehicles for business purposes. Every attempt should be made to avoid using personal vehicles and transporting consumers of MVCS. Travel between the employee's home and primary office is not considered to be business travel. Employees are not authorized to use personal vehicles for business travel without authorization. Employees will be reimbursed for vehicle use at the standard IRS business mileage rate, established each year.
2. **Parking** - Parking will be reimbursed for the actual cost of parking, with receipt. Parking tickets will not be reimbursed.
3. **Out-of-Area Travel** - Payment for transportation expenses for out-of-area travel will be based on a single coach airfare -- unless coach space is not available, and authorization has been obtained for a different class. When personal vehicles are used in driving to a location not easily accessible by commercial transportation, travel reimbursement will be made on an actual mileage basis.
4. **Lodging** – When an employee is required to stay away from home in the performance of his/her duties, MVCS will pay the actual cost of lodging. Hotel bills may only include the room charge and tax. Staff is expected to make conscientious efforts to keep all travel costs, including hotel, at reasonable levels. When possible, the cost of a hotel should be reviewed with a supervisor prior to committing to paying for the hotel.
5. **Meals** – Employees required to travel overnight on Agency business may be reimbursed for the cost of all meals, not to exceed 75% of the M & IE breakdown for the continental US (**see policy III.30 Food, Meals, and Refreshment Policy**). Staff who are required to travel off island for more than 6 hours may be given a meal allowance for the reimbursement of the cost of meals, not to exceed the lunch reimbursement M & IE for the continental US. All meal expenses must be approved by the employee's supervisor and sent to the payroll department for processing and/or payment. In addition, employees may be reimbursed for meals associated with approved activities of civic and professional organizations with prior approval from the CEO. Employees may NOT use meal allowance for alcohol.
6. **Car Rental** – MVCS will pay expense related to car rental when on MVCS business. When using rental vehicles, employees must elect insurance coverage and select the lowest possible rate.
7. **Taxi** – Payment for taxi services when on MVCS business is allowed when no private vehicle is available or authorized.



8. **Supplies** - Work-related purchases will be reimbursed at actual cost upon submission of itemized receipt. Any purchase must be approved by a Program Director prior to the expenditure.

Non-Reimbursable Expenses

1. Personal entertainment, gifts, or souvenirs
2. Alcoholic beverages
3. Fines or penalties (e.g. traffic violations)
4. Excessive or luxury accommodations

Section IV: Distribution and Training

The Policy and associated attachments are distributed on the MVCS shared Drive (P) and also on the Employee Portal. Notifications related to new, amended, or reviewed policies will be communicated to MVCS leadership and program directors for dissemination to their staff as appropriate. The policy may be directly disseminated to appropriate staff and/or staff groups via email notification after initial dissemination to leadership as per direction of the CEO or designee. The dissemination will be performed by the Chief Operating Officer.

Section V: Legal, Regulatory, Accrediting, and Other Related References and Resources

Massachusetts Minimum Wage Regulations (455 CMR 27)

Fair Labor Standards Act (FLSA)