

TRIANGLE TDM GRANT PROGRAM

Policies for Professional Development, Other Events, Travel Reimbursements, and Memberships

Updated December 2019—Effective for FY21 TDM Grant Cycle

BUDGETING

This memorandum presents budgeting and reimbursements policy for conferences, professional development activities, speaking opportunities, and professional memberships funded by the Triangle Transportation Demand Management (TDM) Grant Program.

This policy applies to 1) any out-of-state travel as well as 2) in-state travel for professional development or other similar purposes (e.g., speaking engagements, workshops). Travel (Line G311), travel subsistence (Line G312), and vehicle rental (Line G314) are the three budget lines where these costs may be budgeted and invoiced.

Please contact TJCOG for any questions regarding this policy.

POLICY ON BUDGETING CAPPED PROFESSIONAL DEVELOPMENT & OTHER EVENTS

1. Event attendance costs will be capped at **\$2,700 per person** funded through the grant (for all events, *including* ACT national and regional conferences) per fiscal year for the total of costs in Lines G311, G312, and G314 of the Service Provider's budget. This cap includes the local match from your organization.
2. Event costs may be reimbursed for up to two (2) Triangle TDM grant-funded staff of a Local Service Provider and up to three (3) representatives for a Regional Service Provider.
 - a. If the organization has no TDM grant-funded staff but has a designated in-kind TDM staff support (minimum 50%), that staff member is eligible for travel funding (capped at \$2,700). Grantees need to notify TJCOG with the details. TJCOG will coordinate with the Oversight Committee for final approval.
3. All event expenses in the Service Provider's budget and reimbursement requests must use the following UPTAS requirements for cost breakouts:
 - a. Line G311, Travel, is for transportation costs (e.g., airfare, baggage fees, shuttles, mileage, transit fares, taxis and parking fees). Fleet vehicles owned by the organization may be reimbursed at the federal mileage rate.
 - b. Line G312, Travel Subsistence, is for registration fees, food, and lodging. (Note that TJCOG does NOT require receipts for food, but your organization may require you to provide them. Please follow your organizational policy.)
 - c. Line G314, Vehicle Rental, is only for rental car rentals (and associated cost such as gas and parking fees).
4. Conference registrations and plane tickets may be purchased in the fiscal year prior to a conference, however TJCOG is only able to reimburse for travel expenses after the travel has occurred.
5. The Triangle TDM Grant Program Oversight Committee has approved reimbursements for travel at the Federal rates (<http://www.gsa.gov/perdiem>). (Note: Some grantee organizations may only

approve reimbursements at the North Carolina State Rate. Use the one that your organizations approve.)

6. Grant-funded staff may request approval to attend TDM-focused, mission-appropriate conferences either by budgeting them during the application process or by requesting ad-hoc approval during the fiscal year. Regardless of the method of requesting conference approval, the following documentation is required for conferences:
 - a. A conference description or preliminary program (and a draft agenda if possible) that demonstrates the specific applicability of the conference to the Service Provider's TDM activities
 - b. An estimate of total conference expenses
 - c. Specification of which staff would be sent to the conference and their staff position.

If the event was not approved as part of the annual grant application process, ad-hoc Oversight Committee approval must be requested a minimum of 30 days prior to the registration deadline via email to the TJCOG TDM Grant Program Coordinator. The request must include the items listed above (a, b, and c) as well as a statement verifying that this event would not cause staff attending to exceed their \$2,700 per-person cap(s).

7. If any attendee is a speaker at an event, please provide the title of the presentation to be given and describe the purpose/content of the presentation. Speaking engagements are subject to the policies and limits described above.
8. All attendees/speakers must submit a report to TJCOG within 30 days of attending a major ACT or another conference. A reporting template shall be provided by TJCOG.
9. Exemptions from the Cap:
 - a. Visits to employers and other organizations for TDM marketing activities may incur mileage or other vehicle expenses; these activities are exempt from the cap.
 - b. Local professional development networking activities and trainings are also exempt from the cap and do not need Oversight Committee approval. However, if these events were not included in the original budget, you need to notify TJCOG prior to attending.
10. Grant-funded staff may have variance from the Cap in extreme circumstances. Grantees need to notify TJCOG with the details. TJCOG will coordinate with the Oversight Committee for final approval.

INVOICING COSTS FOR CAPPED TRAVEL AND CONFERENCES

The following guidance instructs conference participants on how to submit for reimbursement of conference-related fees.

1. As described above, please invoice all travel-related expenses as follows:
 - a. Line G311, Travel, is for transportation costs (e.g., airfare, baggage fees, shuttles, mileage, transit fares, taxis and parking fees). Fleet vehicles owned by the organization may be reimbursed at the federal mileage rate.
 - b. Line G312, Travel Subsistence, is for registration fees, food, and lodging. (Note that TJCOG does NOT require receipts for food, but your organization may require you to provide them. Please follow your organizational policy.)
 - c. Line G314, Vehicle Rental, is only for rental car rentals (and associated costs such as gas and parking fees)

2. The total amount of out-of-state lodging and meal expenses claimed under the “G312-Travel Subsistence” line must be limited to allowable federal reimbursement rates. The maximum reimbursable lodging and per diem rates will be determined by the location of the conference and the date of travel, and can be found at <http://www.gsa.gov/perdiem>. The allowable per diem rates on the first and last day of travel are calculated at 75 percent.
3. **Note that all expenses must be invoiced within the fiscal year in which the travel occurred.** For example, expenses (i.e. conference registration) paid in June 2019 (FY19), for an event in August 2019 may not be invoiced until the event has occurred and therefore must be invoiced in FY20.
4. An itinerary or a conference program must be included with reimbursement requests. Meals that were not included as part of the conference registration can be requested for reimbursement. Any meals provided by the conference will be deducted from the meal per diem.
5. As noted above, some organizations reimburse their employees for actual meal costs instead of on a per diem basis. If an employee is reimbursed for meals based on actual cost, receipts should be included in the invoice. If the employee is reimbursed on a per diem basis, the breakdown of meals per day (minus meals included as part of the conference) must be included on an expense report or other acceptable documentation.
6. Receipts for mileage for trips to meetings, conferences, etc. are required. If receipts are not available, the traveler may submit a signed expense report that details the travel distance, mileage reimbursement rate, project code and name, and a description of the reason for travel.
7. Air travel expenses must be supported by actual invoices and can only be invoiced for after the travel has occurred. A price quote for a flight is not acceptable supporting documentation.
8. All parking, shuttle, transit, and taxi fares must be accompanied by receipts.
9. An itemized invoice receipt at the time of checkout is required for reimbursement of lodging expenses. If this type of documentation is not available due to certain prepaid lodging arrangements, the prepaid invoice should be submitted with an explanation.

POLICY ON BUDGETING ORGANIZATIONAL MEMBERSHIPS

1. Grant-funded staff may request approval to join TDM-focused, mission-appropriate organizations either by including them in their initial budgets or by requesting ad-hoc approval.
2. Regardless of when the approval for membership is requested, requests for memberships must include:
 - a. A justification that demonstrates the specific applicability of membership in the particular organization to the Service Provider’s TDM activities
 - b. The cost of the membership
 - c. A list of the grant-funded staff positions that would be receive membership benefits
3. Membership costs for organizations will be capped at \$650 per person funded by the grant. This cap includes the local match from your organization.