



# Hidalgo County Head Start Program

## Policy Council Regular Agenda

**DATE:** September 17, 2014

**SUBJECT:** Discussion/Approval of the Hidalgo County Head Start Program Reimbursement for Program Related Mileage Policy

**RATIONALE/NEED:** The Federal Performance Standards require that all Programs' operations be monitored on a regular basis. In order to successfully comply with the Standards, staff must visit centers regularly. The employees reporting site is determined as the beginning point of the employee's work day.

**RECOMMENDATION:** Administration recommends approval.

**COST:** N/A

**RELATED INFORMATION INCLUDES:** Reimbursement for Program Related Travel Policy

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**INITIATED BY:** Nora S. Munoz, Assistant Program Director *NSM*

**REVIEWED BY:** Teresa Flores, Executive Director

**EXECUTIVE DIRECTOR'S APPROVAL:** *Teresa Flores*



## Hidalgo County Head Start Program

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P.O. Box 0117 Edinburg, Tx. 78540-0117

Subject: Reimbursement for Program Related Travel  
Regulation Reference: 45 CFR Part(s) 1304.51(h)(1)  
Grantee Board Approval:  
Policy Council Approval:

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The Hidalgo County Head Start Program employees shall be reimbursed for travel expenditures incurred for Head Start approved activities. Reimbursement for mileage expenditures shall follow the state and federal rates established/approved by the Hidalgo County Commissioners' Court/Grantee Board and the Policy Council.

Mileage is calculated from one work related location to another work related location and the most direct distance to the destination will be allowed.

A daily travel log must be maintained that indicates the specific destination points (including address information), odometer readings, purpose of travel, and any other information deemed necessary by the Hidalgo County Head Start Program Executive Director and Chief Financial Officer. Employees must request reimbursement on a monthly basis utilizing the approved form.

Commuting expenses incurred in traveling between the employee's residence and their reporting site (ie Head Start Center/Administration Office), or for mileage/expenses incurred in any other travel of personal nature are not reimbursable. The employees reporting site is determined as the beginning point of the employee's work day.

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**ACCOUNTING PROCEDURES MANUAL**

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- d. The County will only pay one half of the cost of the package fare in cases where officials or employees fly with family or friends (Friends Fly Free, etc.). Airfare for package fares must be paid using the traveler's own personal credit card or funds. The official or employee will be reimbursed one half of the price of the coach fare upon completion of the travel and submittal of a properly filled **Form T-4 "Final Travel Expense Claim"** and evidence of the price of the coach fare.
- e. The boarding pass and an original passenger receipt issued by the commercial airline company or an original itinerary issued by the travel agency must be submitted as supporting documentation for a reimbursement. The original receipt or itinerary must include the name of the employee and airline, the ticket number, the class of transportation, the travel dates, the amount of the airfare, and the origin and destination of each flight.

9. PERSONAL VEHICLE

- a. If the official or employee elects to travel by personal vehicle, the County will reimburse official business travel at the County adopted rate per highway mile. County Officials or employees currently receiving an approved car allowance will not be reimbursed, unless travel is outside of Hidalgo County. If the traveler is uncertain of the adopted rate, this information may be obtained by contacting the County Auditor's Office - Accounts Payable Section at (956) 318-2511. Please note that the mileage rate may differ if utilizing grant funds, questions should be addressed to the County Auditor's Office - Grants Accounting Section at (956) 318-2511.
- b. Mileage reimbursements for a traveler who chooses to drive out-of-state rather than fly should not exceed the lowest round trip coach airfare available at the time travel was authorized. Traveler must supply documentation to support what the airfare would have been at that time.
- c. When more than one traveler is going to the same destination, coordination of travel is required (see Section 7). The names of all persons traveling together on the same trip and in the same vehicle must be listed on **Form T-5 "Out-of-County - Travel Advance Request"** and **Form T-4 "Final Travel Expense Claim"**.
- d. The driver is responsible for providing reasonable and necessary transportation to all the passengers while on the trip. If a passenger uses another form of transportation while on the trip, transportation expenses will not be reimbursed.

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- e. Mileage is calculated on a point-to-point basis using the Texas Mileage Guide, plus reasonable incidental travel. Reasonable incidental travel may be reimbursed when the traveler provides specific address destination points by using "Mapquest" to determine mileage. The most direct distance to the destination will be allowed. Any out-of-way or unreasonable travel distance as determined by the County Auditor will be at the expense of the traveler.
- f. For in-county mileage reimbursement, a daily travel log must be maintained that indicates specific destination points (including address information) purpose of travel, and any other information deemed necessary. Employees must request reimbursement on a monthly basis with the completion and submittal of **Form T-3 "In-County Travel Automobile Expense Claim"** to the County Auditor's Office - Accounts Payable Section.
- g. Commuting expenses incurred in traveling between the employee's residence and their main place of work (County office) or for mileage/expenses incurred in any other travel of a personal nature are not reimbursable. If mileage incurred in a single day to a place outside the office exceeds normal commuting mileage (home to office and return), the difference between mileage incurred that day and commuting mileage is reimbursable. As guidance, please refer to the following examples:

Example 1: Debra lives in Mission. She has a meeting in Edinburg. She drives directly to Edinburg, attends the meeting, and returns home. She should check her odometer reading when she leaves her house and when she returns to her house. Her total round trip is 26 miles. Her normal commute is 10 miles round trip to the office each day. The 10 miles should be deducted from the total mileage and Debra would only be reimbursed for 16 miles.

Example 2: Mary lives on the southwest side of town, and has a 10-mile daily round trip commute to the office. She reports to the office in the morning and leaves for a 10 o'clock meeting at the Sheriff's Department. The meeting lasts until the end of the normal workday, at which time she goes home. Mary traveled 40 miles today, and she will be reimbursed for 30 miles.

Example 3: Daniel lives on the east side of town and his daily round trip commute to the office and back home is 15 miles. He has an eight o'clock meeting at the Department of Budget and Management. He goes directly from home to the Department of Budget and Management,

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returns to the office after the meeting, and goes home at the end of the day. Daniel traveled 45 miles of which only 30 miles are reimbursable.

Example 4: Frank lives on the south side of town. He has a morning meeting at the Precinct 1 office. The meeting lasts all day, and Frank returns home from Precinct 1. A total of 20 miles were traveled today. Frank commutes 30 miles round trip to the office each day, therefore no request for reimbursement can be made.

- h. The County does not provide insurance coverage for private vehicles; therefore, each County Official is responsible to ensure employees traveling on County business have a current automobile insurance policy that provides adequate coverage. The name of the traveler must appear on the automobile insurance card. Reimbursement will not be made if the name of the traveler does not appear on the insurance card. Vehicular accidents, vehicle repairs, parking fines, towing charges and theft of property are the responsibility of the employee, not the County.
- i. County Officials should ensure that employees using a personal vehicle file a copy of their current insurance card and current driver's license with the County Auditor's Office. Mileage reimbursement will not be made if a current driver's license and current insurance card is not received by the County Auditor's Office – Accounts Payable Section and the driver did not have an unexpired driver's license or current insurance coverage at the time travel was made.

**10. COUNTY VEHICLE**

- a. The use of County vehicles is encouraged over private vehicles. Traveler is required to have a current driver's license. When more than one traveler is going to the same destination, "coordination of travel" (see Section 7) is required. Individuals not on County business cannot be transported in a County vehicle. Additionally, County vehicles cannot be used when combining conference and personal leave.
- b. Reimbursement will be made for actual expenses incurred and for which an appropriate original receipt is provided.
- c. The driver is responsible for providing reasonable and necessary transportation to all the passengers while on the trip. If a passenger uses another form of transportation while on the trip, transportation expenses will not be reimbursed.

**REGION 16 EDUCATION SERVICE CENTER**  
**Head Start/Early Head Start**

**Subject: Reimbursement for In-Town Mileage**  
**Program: Head Start/Early Head Start**  
**Policy Council Approval: November 28, 2012**

**Section: Administration**  
**Date Revised: November 7, 2012**

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**Regulation Reference:** 45 CFR Part(s): 1304.51(h)(1)

**Policy:**

In-town mileage for work-related activities will be reimbursed to Head Start staff members. The following procedures will apply regardless of the time of day a staff member is traveling.

**Procedure:**

1. Travel *from* a staff member's home to the headquarters is considered commuting, and the mileage is not reimbursable.
2. Travel *to* a staff member's home from the headquarters is considered commuting, and the mileage is not reimbursable.
3. Mileage *from* a staff member's home to a work-related location that is not the headquarters is reimbursable. If the staff member lives outside the city limits, then the mileage reimbursement begins at the city limits.
4. Mileage *to* a staff member's home from a work-related location that is not the headquarters is reimbursable.
5. Mileage from one work-related location to another work-related location will be reimbursed at the Region 16 Education Service Center mileage rate.
6. Mileage must not be claimed to and from a staff member's headquarters, if the purpose of the trip is solely to eat lunch at the staff member's headquarters.
7. To receive mileage reimbursement, staff members must complete a "Travel Report and Reimbursement Request." The report must be submitted to the administrative assistant responsible for travel no later than the last working day of the month.