



Morgantown Monongalia Metropolitan Planning Organization Travel Policy

Adopted August 18th, 2022
Updated October 2, 2024

Occasionally MMMPO staff may need to travel out of town during work hours and/or overnight for training or meetings to represent the organization's interests. It is the MMMPO's policy to trust the judgment of its employees, however, given that travel expenses may be considerable it is important that there be proper oversight of how and when these expenses are incurred.

This policy distinguishes between three types of travel:

Day to Day Travel:

This travel includes travel within a three-hour driving radius of Morgantown and which will not require the MPO to reimburse staff for more than one meal. (For example, MPO staff must regularly travel to Charleston for meetings.) This type of travel may be to collect data, meet with WVDOH and/or other parties the MPO may need to coordinate with to perform its functions. Approval of this type of travel is at the discretion of the Executive Director.

Out of Town Travel:

This shall be considered any travel outside of a three-hour drive of Morgantown, and for which staff anticipates requesting reimbursement for more than one meal, but which does not require overnight travel. Such travel is at the discretion of the Executive Director who shall inform the Policy Board Chairman of the need for travel at least three days prior to the actual travel. In the case of an emergency or if the Policy Board Chairman is unavailable the Executive Director will notify the Chairman as soon as is practically possible.

Overnight Travel:

Overnight travel is any travel that requires the employee to stay in a place other than their home residence. Overnight travel may be associated with either training or representing the MPO to an outside agency. If the Executive Director determines that overnight travel is justified, he shall notify the Policy Board of the proposed travel by email providing enough time (at a minimum three days) for the Policy Board to respond to him or the Policy Board Chairman with any concerns they may have about the proposed travel. In the rare instance that a meeting the Executive Director determines is an emergency arises on short notice he may authorize the travel and notify the Policy Board of the meeting. The notification will explain the emergency that required him to approve the travel.

MMMPO's Eligible Travel Expenses

Professional Training Expenses:

Payment of fees for seminars or classes to maintain credentials or to acquire current professional information or data.

Travel by Vehicle, Public Transit, Train, or Air:

Transportation costs will be reimbursed or paid at the cost of the service. In the event of an employee using a personal vehicle the employee may be reimbursed at the annually established Internal Revenue Service (IRS) mileage rate.

Hotel Expenses:

The MPO credit card may be charged for the staff member's stay, or an employee may be reimbursed for hotel expenses related to the attendance at a conference or meeting for which the Policy Board has been given adequate notification. In either case it is the Executive Directors responsibility to ensure that the rate paid is in accordance with sound financial practices.

Meals:

Meals within Monongalia County unless they are an integral part of a training session or required meeting. Alcohol and entertainment are **NOT** eligible expenses for reimbursement or payment by the MMMPO. Meals for overnight or out of town travel will be reimbursed to the employee or may be charged to the MPO's credit card. The following table provides the per diem rates for meals and incidentals in West Virginia. (These meal rates apply to regular travel and were established by the United States General Services Administration for FY 2025, if the per diem rate changes MPO staff will adjust this policy accordingly.)

| Expense Type | Updated FY 2025 Per Diem Rates West Virginia (October 2024-September 2025) |
|---------------------|--|
| | |
| Breakfast | \$16 |
| Lunch | \$19 |
| Dinner | \$28 |
| Incidental Expenses | \$5 |