

# GSETA

Garden State Employment  
and Training Association



## GSETA Business Travel Expenses Policy

Garden State Employment & Training Association (GSETA) will reimburse employees for reasonable (as defined below) business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Workforce Development Board (WDB) Executive Director of their designated local area, as well as President and Vice President of GSETA.

Employees whose travel plans have been approved are responsible for making their own travel arrangements with GSETA's Executive Director. Information about Travel Arrangements must be received at a minimum of 30 days prior to leave date by completing a travel request form (see the attached) and have your local area WDB Executive Director or Supervisor to sign off on the travel arrangements.

When approved, **the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives that are within the per diem rates** established by the General Services Administration, will be reimbursed by GSETA. The current per diem rates can be found at the following website: [www.gsa.gov/travel?topnav=travel](http://www.gsa.gov/travel?topnav=travel)

Mileage reimbursement in lieu of fuel reimbursement shall not exceed the Internal Revenue Service's standard mileage rate. The current standard mileage rate can be found at the following website: <https://www.irs.gov/tax-professionals/standard-mileage-rates>

Expenses that generally will be reimbursed include the following:

- \* Airfare or train fare for travel in coach or economy class or the lowest available fare.
- \* Mileage costs for use of personal cars, only when less expensive transportation is not available. This accommodation is only available if you are traveling to and from the conference via your personal car and no other forms of transportation are used.
- \* Cost of standard accommodations that was provided EITHER through a pre-booked room block from the conference or similarly priced.
- \* Cost of conference registration, if not paid for by GSETA

If lodging is to be covered by GSETA, traveler understands that they will **be held accountable** for the hotel incidentals upon check in. A credit card authorization will be completed by GSETA's Executive Director to cover the cost of the lodging and associated fees, ONLY.

When traveling, please remember that you are traveling at your own risk. Employees who are involved in an

accident while traveling on business must promptly report the incident to their supervisor. You are held responsible for any incidentals that occur on your trip.

### Travel Risks and Responsibilities

**Travel at Own Risk:** All travel undertaken for GSETA-related business is at the employee's own risk. GSETA does not assume responsibility for any travel-related incidents or emergencies.

**Insurance and Emergency Management:** Employees are strongly advised to obtain comprehensive travel insurance that covers health, accidents, and trip cancellations. In case of an emergency, employees are responsible for managing and addressing the situation, including contacting local emergency services.

When travel is completed, employees should submit completed travel expense reports within 60 days. Reports should be accompanied by original receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the member, can be grounds for disciplinary action, up to and including termination of membership with no refund of dues.

I \_\_\_\_\_, have read, understood and agree to follow the policies and procedures outlined above, including the understanding that travel is undertaken at my own risk.

---

Signature

---

Date

---

Formal Request for Travel through GSETA

Upon the approval of travel from your local area's director or supervisor, GSETA will need the following information to make the reservations needed.

1. Hotel Accommodations:

- a. Dates: \_\_\_\_\_
- b. Hotel Name: \_\_\_\_\_
- c. Room Block (if needed for booking): \_\_\_\_\_

2. Conference Registration

- a. Date/s of Conference: \_\_\_\_\_
- b. Name of Conference: \_\_\_\_\_
- c. Location of Conference: \_\_\_\_\_

3. Transportation

- a. Form of Transportation (please circle): FLIGHT    TRAIN    PERSONAL CAR

b. If Flight was circled, please complete below

- i. Name for Flight Ticket (Must match your license or form of ID): \_\_\_\_\_
- ii. Birthdate: \_\_\_\_\_
- iii. Airport: \_\_\_\_\_
- iv. Dates of requested flight: \_\_\_\_\_
- v. Requested Flight Number (if available): \_\_\_\_\_

c. If Train was circled, please complete below:

- i. Name for Train Ticket (must match your license or form of ID): \_\_\_\_\_
- ii. Dates of requested train: \_\_\_\_\_
- iii. Requested train number (if available): \_\_\_\_\_
- iv. Train Station: \_\_\_\_\_

d. If Personal car was selected, please provide evidence of milage to and from conference for reimbursement.

I \_\_\_\_\_, have read, understood and agree to follow the policies and procedures outlined above, including the understanding that travel is undertaken at my own risk.

Signature of Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, sign off on this travel request and take full responsibility for payment of these travel arrangements to GSETA.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_