

<p>Lancaster County Drug &amp; Alcohol Commission</p>	<p><i>Universal #5</i></p> <p><i>Policy: Travel, Lodging &amp; Subsistence Compliance</i></p>
<p><i>Most Current Revision: 09012022</i> <span style="float: right;"><i>Page: 1 of 2</i></span></p> <p><i>Effective Date: 07012020</i></p>	

I. Purpose

To ensure that ALL LCDAC service providers **WITH A COST REIMBURSED CONTRACT** are in compliance with the terms and conditions regarding travel, lodging and subsistence rates as set forth in the most recent version of the Office of Administration’s Management Directive 230.10

II. Procedure

- A. All LCDAC Contracted Service Providers agree to use the lowest price available through three telephone bids, if the contractor cannot obtain the lodging rates set by the Management Directive.
- B. If prevailing county travel policies provide for reimbursement of travel, lodging, and subsistence costs at a lower rate than Management Directive 230.10, then the contractor must use the lower rate.
- C. If prevailing collective bargaining unit policies provide for reimbursement of these items at a different rate than the state or county rate, then the terms of the bargaining unit shall prevail.
- D. If the contractor attends a conference or training event where the hotel is the site of the event, then the reimbursement rate for lodging costs incurred for attendance at the event shall prevail over both the Management Directive rate and the county rate.
- E. When a contractor cannot secure lodging within the established lodging rate allowance, it may exceed the allowance but must provide written justification on the travel form (e.g., closest lodging facility to work site – next hotel 25 miles away; no rooms available at hotel with lowest rate; inclement weather; lateness of hour).
- F. Subsistence payments are available only for overnight travel, except as specifically provided for in the Management Directive or labor agreements.
- G. All employee travel reimbursement must be approved and signed by an executive, official or supervisor of the contractor.
  - a. The contractor must maintain copies of all authorized expense reports for auditing purposes.
  - b. These reports must be signed by the employee and must show the purpose of travel; departure and destination points; actual miles traveled each day; and expenses incurred, such as parking, meals, lodging and tolls.
  - c. The contractor must retain copies of itemized receipts for travel and subsistence
- H. Reimbursement of subsistence costs incurred by the contractor are not flat allowances.
- I. Contractors may claim reimbursement only for funds actually expended.
- J. Management Directive 230.10 is available at: <https://www.oa.pa.gov/Policies/md/Documents/230-10.pdf>

