

All staff-

Good afternoon everyone. I wanted to briefly review WACOG's travel policy and procedures. As you may know our funds often come with strict requirements and one of those requirements is travel documentation. The steps and requirements are quite simple, but extremely important to follow exactly. The WACOG employee manual page 85 states that a pre-travel form must be submitted (5) working days prior to the travel period. The (5) days will insure the finance department with ample time to process advances, reimbursements, etc. Included below is the travel procedure for your clarification.

Travel Procedure

1. Employee required to travel for business must obtain *advance* approval from the Department Director.
2. Prior approval must be obtained from the Department Director before expensing any items not listed here.
3. Employees will sign an agreement form to repay advances where receipts are not submitted within ten (10) days or the amount will be deducted from their pay. **"I agree to submit my completed Post Travel Voucher, with all supporting documentation, within 10 working days of completion of travel. To the extent permitted by law, I authorize WACOG Finance to deduct from my regular salary and/or accrued vacation pay any unsettled travel voucher exceeding the 10 day requirement."**
4. The employee shall submit a signed pre-travel form to the finance department with all necessary back-up documentation (e.g. lodging invoice, conference registration, conference flyer, air fare invoice, etc.) before travel paperwork is processed. In the event that the pre-trip paperwork is incomplete the information will be returned to the employee.
5. Employees should submit post travel expense report containing receipts/per diem within ten (10) days of completion of travel. Expenses are paid to the employees by the next regular pay period following receipt of the post travel.
6. WACOG does not reimburse for personal activities while traveling or other expenses such as entertainment, liquor, and dry cleaning.
7. At the Executive Director's discretion, any employee who fails to attend pre-paid events is responsible to reimburse WACOG for any unrecoverable funds, (e.g. air fare, lodging, event fee).
8. Employees are also required to submit a summary in writing regarding workshops and sessions attended as well as any materials purchased for the program.

I wanted to thank all of you that adhere to the policy and ask that all new employees that may have questions feel free to contact Jeanine Morse at (928) 217-7127 before your next travel need.

Mat Hoogendoorn

WACOG Controller | 1235 S. Redondo Center Drive | Yuma, AZ 85365
Direct: 928-217-7130 | Main Phone: 928-782-1886 | Cell: 928-750-7209
math@wacog.com



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