

## **Regulations to Establish the Rules and Procedures Relating to the Payment of Allowances, Mileage and Travel Expenses of the Members of the Board of Mayors or their Authorized Representative, Local Board, Executive Director, Officers and Employees of the Mayagüez-Las Marías Local Labor Development Area**

### **PURPOSE**

The purpose of this regulation is to establish the rules and procedures to be followed by members of the Board of Mayors or their Authorized Representative, members of the Local Board, Executive Director, officers and employees of the Mayagüez - Las Marías Local Labor Development Area, in relation to the payment of per diems, mileage and other travel expenses in and out of Puerto Rico. The rules of austerity, prudence, ethics and modesty that they must follow regarding the expenses have been taken into consideration. Likewise, the new guidelines of the Circular Letter DDEC-WIOA-02-2022 issued by the Department of Economic Development and Commerce on February 25, 2022, are welcomed. This regulation will be applicable to the members of the Board of Mayors or its Authorized Representative, Local Board, Executive Director, officials and employees of the Local Area of Labor Development Mayagüez - Las Marías (ALDL).

### **DEFINITIONS**

- a) **Mayors** – Chief Executive of the Municipal Government of Mayagüez and/or Las Marías.
- b) **Municipality** – Geographical denomination with all its neighborhoods that has a particular name and is run by a local government composed of a legislative and an executive power.
- c) **Municipal Consortia** - Bodies created in accordance with the Law of Autonomous Municipalities that authorizes Municipalities to create inter-municipal bodies to identify common problems, plan and develop joint activities or services, for the benefit of the inhabitants.
- d) **Mayagüez-Las Marías Local Workforce Development Area** – Geographic area designated by the Governor to administer WIOA Workforce Innovation and Opportunity Act (WIOA) funds.
- e) **Regulations** – Any rule or set of rules of general and specific application that executes or interprets public policy or law, which regulates the requirements of the administrative procedures, systems or practices of the Mayagüez – Las Marías Local Labor Development Area.

- f) **Board of Mayors** – Chief Executives of the Municipalities of Mayagüez and Las Marías.
- g) **Local Board** – Members of the Local Board of Investment in Workforce Development of the Local Area of Labor Development Mayagüez – Las Marías.
- h) **Authorized Representative** – an official designated by the President of the Board of Mayors, to represent the Board of Mayors in meetings or activities that will require the participation of the Board of Mayors, in addition to coordinating and offering follow-up and support to the work carried out by the ALDL Mayagüez-Las Marías.
- i) **Executive Director** – Chief Executive of the Local Area of Labor Development Mayagüez – Las Marías.
- j) **Officer** – Any person who holds one of the following positions in the ALDL: Managers and Directors of Units.
- k) **Local Board Employee** – Any person who holds a position and performs employment on the Board.
- l) **Employee** – any person who occupies a position and performs a job in the Local Area of Labor Development Mayagüez – Las Marías.
- m) **Official Residence** – Place where the official or employee resides, whether regular or permanent.
- n) **Temporary Residence** – The place or office to which the officer or employee travels outside his official residence, to carry out the official mission entrusted to him.
- o) **Transportation Expenses** – Includes all expenses incurred in official missions, for transportation, whether by public or private car, train, bus, tram, plane, boat, taxi or any other means of transportation. Also include other expenses incidental travel duties necessary to carry out the official mission, such as haulage, storage, parking and tolling.
- p) **Per diem** – Amount that is reimbursed to the person traveling on an official mission to cover the expenses of breakfast, lunch, and lunch incurred during the performance of that official mission. It does not include accommodation expenses.

- q) Lodging Expenses – Amount granted to Mayors or their Authorized Representative, Local Board Members, Executive Director, official or employee on official trips within or outside Puerto Rico, for the payment of hotel or lodging.
- r) **Baggage** – Personal property of Mayors or their Authorized Representative, Local Board Members, Executive Director, officer, or employee whose use is necessary during official travel in or out of Puerto Rico.
- s) **Charges/equipment** – if it is required to bring boxes with equipment or materials for a convention, meeting, etc. Inside or outside of Puerto Rico, the cost of your transportation will be paid.

#### TRAVEL ORDER

- a) The Mayor or his Authorized Representative, members of the Local Board, Executive Director, officer or employee who is required to be absent from his official residence, on an official mission within and outside the jurisdictional limits of Puerto Rico, with the right to payment or reimbursement of travel expenses, must duly complete the form of a Travel Order. The Travel Order must be approved by the Executive Director or his authorized representative, Local Board President or his authorized representative and/or by the mayor or his authorized representative.
- b) The Travel Order will be prepared once the employee has incurred the expenses, to determine the total to be reimbursed. These expenses may include: breakfast, lunch, dinner, parking. Mileage, gas, and tolls may be included in the Travel Order as a reimbursable expense, provided that the Executive Director and/or Local Board President has authorized the employee to bring his or her personal vehicle. All Travel Orders must arrive at the Finance department within a reasonable time prior to travel. In Unforeseen Cases where there is no time to prepare a Travel Order, the Executive Director will explain the circumstances that justified the travel.
- c) In the case of Mayors or their Authorized Representative, they may complete the Travel Order before or after the trip, provided that such travel is within the jurisdictional limits of Puerto Rico. In cases of travel abroad and whenever there is time to do so, the Mayor or his Authorized Representative must submit the Travel Order to the Director of Finance for the advance of expenses, the payment of tickets, etc.

- d) The Travel Order will be issued on the Official Travel Authorization and/or Training form designed for these purposes. This Order must clearly indicate the trip to be made and the purpose of the trip. The Travel Order must also indicate the date and class of transportation that was authorized. The place of departure and those who used the same means of transportation must also be indicated.
- e) All official travel must be authorized by the Executive Director, President of the Local Board or the President of the Board of Mayors, as the case may be.

#### **TRAVEL EXPENSES WITHIN PUERTO RICO'S TERRITORIAL LIMITS**

- a) Employees permanently stationed in Mayagüez or Las Marías, who are authorized to travel within the jurisdictional limits of the island on official business, will be granted and paid the corresponding part of the fixed subsistence allowance, according to the time of departure and return to their official residence, up to the amounts indicated in the tariff table for travel expenses in Puerto Rico.
- b) The per-dems specified above shall be paid in accordance with the table in subsection (h) of this section.
- c) The members of the Local Board, officials and employees stationed in Mayagüez or Las Marías will have their allowance computed from the moment they leave their official residence, until the moment they return to it.
- d) Where Mayors or their Authorized Representative, Local Board Members, Executive Director, officers or employees are assigned an assignment during which they must stay overnight or stay away from their official residence, they shall be entitled to reimbursement of the accommodation expenses actually incurred by submitting at least three (3) quotations, business invoices, receipts and evidence of payment.
- e) The selection and decision of the place of lodging will be guided by the prevailing norms of austerity, prudence and modesty in the State or Federal Government, as well as by the nature and importance of the mission to be carried out. Whenever possible, lodging arrangements will be made from the Local Area by authorized personnel and considering the cost of the same.
- f) In cases where the procedure to be carried out is so close to the official residence of the official or employee, that such proximity allows the latter to return to his official residence after performing the work entrusted, the employee or official will not be entitled to payment for accommodation. You will be entitled to part of the per diem that corresponds to dinner, only

when the distance to be traveled after the end of the order, using the authorized means of transportation, does not allow you to return to your official residence on or before 7:00 p.m.

- g) It will be preferred to use the lodging where the activity is held to facilitate assistance and transportation. These hostels regularly have special prices while the activity is being held.
- h) Rates

**RATES FOR TRAVEL EXPENSES IN PUERTO RICO; EMPLOYEES, LOCAL BOARD MEMBERS, EXECUTIVE DIRECTOR, OFFICIALS AND MAYORS OF THE MAYAGÜEZ-LAS MARÍAS WORKFORCE DEVELOPMENT AREA:**

CONCEPT	EARLY CHECK-OUT	RETURN AFTER	BOARD MAYORS, LOCAL BOARD, WIOA PROGRAM COORDINATOR, EXECUTIVE DIRECTOR, OFFICIALS AND EMPLOYEES
Breakfast	6:30 am	8:00 am	\$8.00
Lunch	12:00 pm	1:00 pm	\$10.00
Dinner	6:00 pm	7:00 pm	\$12.00
Accommodation	<i>Refer to subsection d of this Section.</i>		

Note: The amount established in travel expenses for subsistence allowance is included in tips and other expenses of a similar nature.

**TRAVEL EXPENSES ABROAD**

- a) If the Mayor or his Authorized Representative, Board Members, Executive Director, officer, or employee must travel outside of Puerto Rico (official travel to the United States), the corresponding per diem will be applied as follows:
  - i. On the day of departure from Puerto Rico, the per diem will be calculated from three (3) hours before the departure time of the flight to the United States.
  - ii. On the day of return from the United States, the per diem will be computed up to three (3) hours after the time of arrival in Puerto Rico.
- b) The amount to be reimbursed related to per diem expenses (breakfast, lunch and dinner) will be computed using as a frame of reference the guidelines established by the General Service Office (GSA) of the federal government, <https://www.gsa.gov/travel/plan-book/per-diem-rates>, but allowing the ALDL Mayagüez-Las Marías to adjust these amounts taking into consideration factors such as the increase in the cost of living.

- c) Air transportation expenses must be at the cheapest rate known as tourist or "coach", except when it is impossible to get a reservation with that rate:
  - i. Copies of travel tickets must be included in the settlement as evidence of receipts of expenses incurred.
  - ii. When an employee incurs incidental expenses, receipts are required to be reimbursed. Incidental expenses include, but are not limited to, taxes, transportation, storage or transportation of ALDL Mayagüez-Las Marías property or personnel, overweight luggage due to equipment or material directly related to official management.
  - iii. The cost of transporting carry-on luggage and a suitcase is authorized for trips outside of Puerto Rico. Additional bags or excess weight or size allowed, free of additional cost by the transportation companies, will be reimbursed only in duly justified and authorized cases.
- d) In those cases, in which the place to be visited by the Mayor or his Authorized Representative, Members of the Local Board, Executive Director, officials or employees requires the use of ground transportation, the corresponding receipts must be presented for the reimbursement of the expense.
  - i. Transportation expenses include: parking, bridge racks, highway tolls, trains, freight and other similar expenses incurred in the transportation of the person(s) to travel.
- e) When an employee must travel outside of Puerto Rico (official travel to the United States), to places where the high cost of living or other meritorious circumstances justify it, the reimbursement of expenses incurred may be authorized by presenting the corresponding invoices or receipts for the corresponding expenses.
- f) Mayors or their Authorized Representative, Local Board Members, Executive Director, officers, and employees may request an advance, as indicated in the Applicable fees. They will submit a settlement to justify the advance no later than ten (10) working days after the expenses have been incurred. If Mayors, Board Members, Executive Director, and employees have any outstanding advances to be made, they may not obtain another until the first is settled.

#### USE OF PRIVATE CAR

- a) The use of the private car will be authorized for official business, if the official vehicles of the Local Area are not available. Members of the Local Board and WIOA Program Coordinator of

The ALDL and the Executive Director will be exempt from this provision, if they believe that the use of the private vehicle is more convenient.

- i. In case of using a private vehicle without having been authorized, you will not be entitled to reimbursement for the expenses incurred.
  - ii. In each travel expense voucher that the payment of mileage is authorized, the need and convenience of using the private car will be justified.
- b) Board Members, Board Authorized Representatives of the Board of Mayors, Executive Director, officers or employees who have been authorized to use their own automobile shall be reimbursed for transportation expenses at the rate of **(.59c)** for each mile traveled as established by the Federal Government's General Service Office (GSA).
- i. To determine the miles traveled, the table of distances between towns prepared by the Highway Authority will be used. Any other distance traveled will be explained in detail and must be approved by the Mayor, Chairman of the Board or Executive Director, as the case may be.
- c) The amount allocated for mileage payment provides for expenses related to the use of the car, such as garage expenses, lubricants, accessories and depreciation.
- d) The toll expense will be reimbursed if it is claimed and an Auto Expreso statement is provided.
- e) Parking expenses will be reimbursed upon presentation of receipts.
- f) Any amount that has been advanced and for which a settlement report is not submitted within fifteen (15) days after the expense is incurred will have to be returned to the Mayagüez-Las Marías Local Labor Development Area.

## ADVANCE

- a) Advances will only be given for trips outside the western area, north from Arecibo and south from Ponce, for emergency reasons for an employee and/or official or when the situation warrants it. In this case, the employee or official must send a letter to the Executive Director with a copy to the Director of Finance stating the reasons for requesting the advance. In this case, the Executive Director must approve it so that the Department of Finance can proceed with the payment.

- b) Trips to nearby locations will be paid for by settlement on a monthly basis.
- c) The Director of Finance may make advances in favor of the Mayor or his Authorized Representative, Members of the Local Board, Executive Director or employees with prior written authorization of the authorized officials, provided that the representatives of the ALDL Mayagüez-Las Marías must be absent from their work area on official trips in accordance with the provisions of subsection (a).
- d) No new advances of funds may be made until the representative of the Mayagüez-Las Marías Local Area of Labor Development has settled the previous advance.

## REPORT WRITING

- a) The Mayors or their Authorized Representative, Members of the Local Board, Executive Director, officials or employees of the ALDL Mayagüez-Las Marías may attend conventions, seminars, trainings, meetings of government agencies and other official actions whose purpose is aimed at the professional improvement, economic development of the area or the services provided by the ALDL Mayagüez-Las Marías. They will submit a Report of the Steps Taken using the official form no later than fifteen (15) days after the official trip.
- b) The Mayors or their Authorized Representative, Members of the Local Board, Executive Director, officials or employees traveling on official business shall submit an expense report with a detailed account, accompanied by the original receipts, except for per diems, which shall be computed in accordance with the terms and rates of these Regulations. If the plane trip is made, the corresponding tickets will be attached. The Expense Report will be accompanied by the Travel Order.
- c) If the travel expenses of the Mayors or their Authorized Representative, Local Board Members, Executive Director and employees for trips made within and outside of Puerto Rico were more than the per diem established in these Regulations, they will be reimbursed based on the expenses incurred once the respective receipts are presented.
- d) No travel expenses shall be authorized, reimbursed or paid which do not comply with the provisions of these Regulations.
- e) If official trips are made on holidays or non-working days, the need and convenience for the service must be justified in the receipt.
- f) Members of the Local Board, Authorized Representative of the Board of Mayors, Executive Director or employees who attend conventions in Puerto Rico or travel abroad on official

business with expenses paid by the ALDL Mayagüez-Las Marías will have to submit two written reports: one of the Steps Taken (subsection a) and a settlement of their expenses, (subsection b).

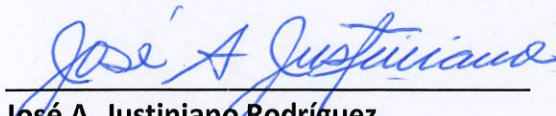
#### GENERAL PROVISIONS

- a) When an employee, during the performance of his official mission, is required to take sick leave due to which he has to remain in the jurisdiction of his temporary residence, he shall be entitled, by means of proof presented for that purpose, to subsistence allowances for the period in which the illness is prolonged, up to a maximum of fifteen (15) days.
- b) The Mayagüez-Las Marías Local Workforce Development Area will not reimburse staff traveling on official business for laundry expenses, gifts, air life insurance, or other personal expenses.

#### VALIDITY

These Regulations shall enter into force immediately upon their approval and repeal any other regulations aimed at the same purposes.

In Mayagüez, Puerto Rico \_\_\_\_\_ 20\_\_\_\_.

  
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**José A. Justiniano Rodríguez**  
Local Board President

