

## TBS TRAVEL POLICY SUPPLEMENT\*

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### RELATED DEFINITIONS:

- **Base Location** - (also referred to as regular assignment and/or base assignment) is defined as one's primary location where an employee works and/or is assigned for supervisory and administrative purposes.
- **Field Location** - (also referred to as field assignment) is defined as one's short term worksite, at a non-New Haven facility location, for a predetermined assignment during any given calendar day.
- **Assignment Status** – Employees may be assigned on either internal or external assignments. Internal assignments are defined as work performed and under the direction of New Haven by a New Haven employee at any New Haven facility. External assignments are defined as work performed by and under the direction of New Haven at a Field Location.

### TRAVEL/MILEAGE EXPENSE PAY –TBS PROGRAM EMPLOYEES

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Below is a break down of conditions that apply to TBS Coaches only, based on both their assignment location (internal vs external) and/or their job classification/status (on-call / regular / exempt/ non-exempt).

1. TBS Coaches are assigned to both a Base Location and an Internal or External Assignment. (Exempt Lead Coaches, Supervisors and Non-Exempt administrative support are assigned as their regular assignment to a Base Location at all times and are eligible for expense reimbursement of time/mileage under the General Policy.
2. Mileage and Driving time for TBS coaches is eligible for expense reimbursement as follows:
  - **EXTERNAL COACHES:** Coaches working in the field, at a non-New Haven based assignment, are paid full wages for business travel time and total work-related mileage driven from their home to their field assignment. Wages are paid at their normal rate of pay. Every effort will be made to assign a coach to field assignment location and base closest to their residence. (Base location is only used for time/mileage assumptions when connected to assigned meetings at the Base location – see item 4).
  - **INTERNAL COACHES:** Coaches working at a New Haven residential facility and/or main campus are eligible for drive time and mileage to/from their home less the normal commute to/from their Base Location. The Base, in this context, is the TBS office to which the coach is assigned for administrative and supervisory purposes.
3. Supervisions and/or trainings at one's assigned base location, are considered the normal place of assignment for that day and are not eligible for reimbursement of time and/or mileage from home (unless preceded or followed by an assignment, see below). If supervisions and/or trainings are held at any other New Haven facility, the coach will be eligible for both time and mileage in excess of their normal commute to/from their base location.
4. Supervisions/trainings following or preceding coaching assignments will be eligible for expense reimbursement as follows:
  - **INTERNAL & EXTERNAL COACHES:** Coaches continuing to their assignment, at a New Haven based facility or a field based location from the meeting, are eligible to be paid for the additional driving time (as wages) and are eligible to claim the additional mileage driven to the work assignment less their normal commute to/from home to their base location assigned to them for the TBS administrative functions.
5. Required trainings and/or supervisory meetings off-site and/or at a location other than one's normal place of work are eligible for both wages and mileage. Those who have a New Haven based location should deduct the employee's normal commute time (as in the General Expense Reimbursement Policy).
6. Coaches must track miles and minutes driven each day. A spreadsheet is included in the form section for purposes of tracking and calculating the expense.

## **TBS RECORDKEEPING**

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Coaches are responsible for submitting detailed records. A log is provided for input on the following:

- All Mileage incurred as a result of their TBS assignments, i.e. to/from a client, to/from weekly supervision/TBS trainings, to/from offsite required county/other trainings.
- Records of all time spent in traveling on New Haven business:
  1. time spent traveling to/from a client,
  2. time spent traveling to/from a compensable training (base location trainings are not eligible),
  3. time spent traveling to/from an offsite (non-base location) required TBS training/meeting.
- Hours worked, broken down by service to a client, time spent preparing progress notes\* (charts), time spent in a New Haven required meeting/training and/or time spent in an offsite required.
- Coaches are responsible for insuring that all progress notes are completed on the day of service to the client and submitted electronically for approval to their supervisors within 24 hours. Notes must then have an original coach signature after any corrections, if necessary, within 7 days of the dates of service. Notes become the final documentation of service provided and lack of completion of documents may compromise verification of hours worked if New Haven is unable to verify that service to a client was provided.

Supervisors are responsible for reviewing and approving all records of time and mileage expenses prior to submission to payroll for process and for obtaining director approval for any exceptions to policy (i.e. overtime).