

Northern Kentucky Area Development District  
Administrative Regulations

# ADMINISTRATIVE REGULATIONS

Revised and Approved by NKADD Board of Directors May 23, 2024.

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# Section 1 – Chief Administrative Officer

## Authority

- The **Executive Director** shall be the Chief Administrative Officer of the Northern Kentucky Area Development District (NKADD) and charged with the responsibility for its day-to-day operations.
- The **Executive Director** shall exercise all power granted to him/her by the bylaws, these Administrative Regulations, and the Board of Directors.

## Employment

- The **Executive Director** shall be employed by the Board of Directors for the Northern Kentucky Area Development District.
- The **Executive Director** shall be authorized to hire and fix salaries for all other employees of the NKADD, however, said employees shall not receive a salary more than that authorized by the Board of Directors.

## Section 2 – Disbursements

### Authority

- **Disbursements** are defined as funds paid for services rendered or payments due.
- In the case of previously approved grant awards, agreements, or contracts entered on behalf of the Northern Kentucky Area Development District, disbursements may be made by the NKADD Director of Finance and Administration or their designee, following written guidelines for that payment, not to exceed authorized budget amounts. These actions will follow procedures as authorized by NKADD by-laws and as provided herein these administrative regulations or as otherwise specified by the Board of Directors.
- Under most circumstances, any expenses paid shall follow purchase requisition guidelines under Section 3 of this document. However, in instances in which a purchase requisition is not feasible, the program manager responsible for that expense shall establish written guidelines approved by the Director of Finance and Administration or their designee for how to proceed with that purchase(s) and will inform all appropriate staff of those guidelines.
- Disbursements shall not be made until completed and approved invoices, purchase orders, or related items are verified by the **Finance Director** or their designee.
- The **Treasurer**, who serves as a member of the NKADD Board of Directors' Finance and Administration Committee and who shall be bonded, shall receive copies of each check register on a weekly basis and shall receive copies of credit card statements, Executive Director expenses, mileage, and timesheets monthly.
- All disbursements above \$40,000 shall require approval by NKADD Board of Directors.

## Section 3 – Purchasing

### Definitions

- **Associate Director / Director** – The staff member responsible for directing the activities of the individual NKADD departments.
- **Executive Director** – The individual responsible for the overall administrative, supervisory, and technical work of the NKADD and each of its departments. The Executive Director, or his/her appointee, is the Chief Executive Officer of the NKADD.
- **Finance Director** – The individual responsible for implementing and maintaining the accounting and fiscal procedures and records of the NKADD.
- **Large Purchase** – Any supplies, products, services, or equipment with a total cost of more than \$5,000 but less than \$39,999 where at least three competitive pricing quotes are required.
- **Licensed Professional** – An individual licensed to practice in their specific profession.
- **Operating Supplies** – Consumables
- **Professional Services** – Any service purchased by the NKADD except materials, supplies, or equipment.
- **Purchasing Agent** – The individual responsible for implementing and enforcing the purchasing procedures of the NKADD administrative regulations.
- **Purchase Order** – The form issued to the vendor authorizing the vendor to sell the prescribed goods and/or service to the NKADD. The purchase order is also the internal document giving final authorization from the Executive Director or his/her appointee to the Purchasing Agent to purchase the goods and/or service at the price quoted.
- **Purchase Requisition (REQ)** – A document that an NKADD employee creates to request a purchase of supplies, products, services, or equipment.
- **Request for Proposal (RFP)** – A document that announces a project, describes it, and solicits bids from qualified contractors to complete it.
- **Sealed Bids Purchase** – Any supplies, products, services, or equipment with a total cost of \$39,999 or more where an RFP is needed in addition to NKADD Board approval.
- **Small Purchase** – Any supplies, products, services, or equipment with a total cost of less

than \$4,999 where a single pricing quote is required based upon proven and historical competitiveness.

- **Staff Member** – Any employee of the Northern Kentucky Area Development District.
- **Treasurer** – The Treasurer of the Board of Directors.
- **Vendor** – Any person or company providing supplies, equipment, materials, or services.

## Purchase Requisitions (REQs)

**Purchase Requisitions (REQs)** are initiated for all purchases, regardless of the method utilized to secure price quotes. The procedures for initiating purchase requisitions are as follows:

- A REQ must be prepared by an employee and approved by an Associate Director / Director prior to any purchases being made. Any purchase above \$5,000 must have the approval of the Executive Director.
- A REQ must include relevant details to the purchase (vendor information, purchased item details, invoices, quantity, terms, costs, etc.).
- Completing purchase requisitions (getting final approval) will create a Purchase Order. Purchase Orders (POs) can be obtained from the Finance Department.
- The Finance Director will ensure the purchase order and all documentation has been completed prior to processing payment.
- All purchase orders (including requisitions and all relevant documentation) are kept by the Finance department in accordance with the NKADD records retention schedule.

## Small Purchase Procedures

**Small Purchases** are purchases estimated to have a total cost of \$4,999 or less. NKADD employees will make their best effort to get the best price, but written records are not necessary.

## Large Purchase Procedures

**Large Purchases** are purchases estimated to have a total cost between \$5,000 and \$39,999. NKADD Employees will obtain three (3) documented, competitive pricing bids of any type (advertised, published, written, or verbal (requires memorandum)). Any purchase above \$5,000 must have the approval of the Executive Director.



## Sealed Bid Purchase Procedures

**Sealed Bid Purchases** are purchases estimated to have a total cost of more than \$40,000. A Request for Proposal process must be initiated and begin with an Invitation for Bidders (IFB). This IFB may take any form, but a reasonable time must be allowed for the submission of bids. A deadline for submission will be established; any set of criteria, including but not limited to price, may be used to evaluate bids. Any purchase above \$40,000 must have the approval of the NKADD Board of Directors.

- The bid process will be used in compliance with applicable Kentucky State law, which includes provisions for public advertisement.
- NKADD employees responsible for a Sealed Bid Purchase may send the Invitation for Bidders specification sheet to any prospective bidder.
- A question-and-answer period for all bids will be established and noted in the (IFB). All applicable questions by prospective bidders will be answered in a public format for all prospective bidders to review.
- Submitted bids not clearly marked as such on the envelope may be opened for identification purposes and then resealed until the specified time for the bid opening.
- Sealed bids will be opened in public by the designated employee and a witness at the time and place stated in the IFB.
- Bids will be tabulated by the designated NKADD employee, and the results examined by the Executive Director, or his/her appointee, who will determine the best evaluated bid price. In determining the best evaluated bid price, the Purchasing Agent may consider the following:
  - The character, integrity, reputation, judgment, experience, and efficiency of the vendor.
  - The ability of the vendor to provide the material or service promptly or within the time specified, without delay or interference.
  - The quality of performance by the vendor on previous contracts or orders.
  - The ability of the vendor to provide future maintenance and service for all equipment purchased from the vendor.
  - Price
  - Any other criteria identified in the IFB.
- Recommendations for a bid award will be submitted by the Executive Director or his/her appointee to the Board of Directors which will approve or disapprove the Executive Director's recommendation.

- The Executive Director, Purchasing Agent, or the Board of Directors may reject all bids; however, the reasons for rejection should be noted.
- A file will be kept by the responsible NKADD employee on all purchases executed during the fiscal year under these **Sealed Bid Purchase** procedures. These files will be maintained in accordance with the NKADD Records Retention Schedule.
- In the event of absence of the Executive Director, approvals for large purchases may be made by either the Director of Finance and Administration or the Director of IT and Facilities or the NKADD Board Treasurer.

## Exceptions to Bidding and Purchasing Procedures

Noncompetitive, negotiated procedures may be used for purchases when competition is not practicable, and it is further determined by the **Purchasing Agent** that:

- An emergency exists which may result in public harm from a delay due to utilization of competitive procedures
- Sole Source: If there is only one (1) known capable supplier of supplies, products, services, or equipment, due to the unique nature of the requirement, vendor, or market condition. Examples include:
  - Instructional materials, equipment, supplies, or services
  - Proprietary equipment, supplies, services, and maintenance agreements.
  - Dues and organizational fees.
  - Computer software that is copyrighted and available from only one source.
  - Other commodities, equipment, and services are available from only one source.

[200 KAR 5:307 \(15\)](#)
- **Operating Supplies** may be ordered by the **Purchasing Agent**, as needed, without repeating the process of Section 3 of these Administrative Regulations throughout the Fiscal Year.
- Utility services (telephone, electric, gas, etc.), rental payments, or other similar operational costs.
- Services provided by **Licensed Professionals** (Plumbers, Electricians, Building Maintenance, etc.).
- All **Professional Services** contracts below \$39,999 may be executed by the Executive Director. Contracts of \$40,000 or more shall be approved by the Board of Directors upon recommendation of the Executive Director. The Associate Director / Director shall

determine the best means available for seeking the lowest and/or best price for professional service contracts.

- Invoices, the result of signed professional contracts.

## Conflict of Interest

The NKADD shall not contract with any NKADD employee, or family member thereof, for the purchase of any product or professional service. Appendix C of the NKADD Personnel Policies defines “family member” as one of the following: spouse or significant other, parent/stepparent, child/stepchild, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son, daughter).

## Rejection of Bids

The right to reject any or all bids will be reserved by the NKADD.

## Other Provisions

Applicable provisions of state and/or federal laws and regulations will be followed.

## Vendor Solicitations

In addition to any public advertisement, requests for bids may be sent to any responsible vendor.

## Section 4 – Fixed Assets

A fixed asset is defined as a financial resource meeting the following criteria:

- It is tangible in nature.
- It has an extended useful life, which NKADD may identify as one year, two years or longer.
- It has a value greater than the capitalization threshold established by the Board, considered to be an asset for which control (accountability) is desirable.

Capital assets and infrastructure are capitalized and depreciated as outlined in the capitalization table for NKADD. Fixed assets will be capitalized when the useful life is greater than one year, and the acquisition cost meets the capitalization threshold. Assets will be depreciated on the straight-line basis over their useful lives.

<i>Fixed Asset</i>	Capitalization Threshold	Depreciation Schedule	Tracking / Inventory Threshold
<i>Land</i>	\$1	Capitalize Only	\$1
<i>Land Improvements</i>	\$12,500	25 Years	\$1
<i>Buildings</i>	\$25,000	40 Years	\$1
<i>Building Improvements</i>	\$25,000	25 Years	\$1
<i>Furniture &amp; Fixtures</i>	\$2,500	7 Years	\$500
<i>Computers &amp; Equipment</i>	\$1,500	3 Years	\$250
<i>Software</i>	\$10,000	5 Years	\$1,000
<i>Vehicles</i>	\$20,000	5 Years	\$500

Purchased or constructed capital assets and infrastructure are reported at acquisition or construction cost or estimated historical cost. Cost is defined as the cash price, or its equivalent, plus all other costs necessary to place the asset in its intended location and condition for use. Donated capital assets are recorded at their estimated fair value at the date of the donation.

### Land

Land acquired by purchase is valued at the price of the land, costs incurred in its acquisition including legal and other fees, and costs necessary to prepare the land for its intended use, including demolition of existing buildings and utility relocation.

Land acquired by gift is valued at the fair market value at the time of acquisition. Other costs incurred necessary to prepare the land for its intended use are treated the same as for purchased land. Land is considered to have an unlimited life and is not depreciated.

## Land Improvements

Land improvements are costs to prepare land for its intended use. These include roads, sidewalks, paving, fences, curbs, driveways, landscaping, and parking lots. The valuation method for land improvements is the same as that for building construction.

## Buildings

When buildings are constructed, valuation includes all direct costs such as labor, material, and professional services to construct the building, together with insurance, interest, and other costs incurred during the period of construction to ready the building for its intended use. Generally, this is the completion of all contracts to have the building constructed. All costs incurred, from excavation to completion of the building, are considered part of the building cost.

Buildings acquired by purchase or gift are valued at the amount paid in the case of purchase, or, in the case of gifts, by appraisals performed by outside experts or by values established by courts for assets received from the estate of a donor.

## Building Improvements

The valuation method for building improvements is the same as that for building construction. Building improvements are significant alterations or structural changes that a) meet the capitalization threshold and b) meet one or more of the following conditions:

- Extends the useful life of the building beyond what was originally scheduled.
- Increases the value of the building.
- Expands the total square footage of the building.

Replacement or restoration to the original utility level does not constitute an improvement.

## Furniture & Fixtures

Furniture and fixtures include equipment, furniture, fixtures, and shelving. The valuation of furniture and fixtures is based on individual unit cost. Cost includes the purchase price, freight and handling charges, insurance while in transit, and assembling and installation costs.

Items that may be reported, capitalized, and depreciated as a group will be:

- Part of a larger whole and not individually identifiable.
- May or may not have a unit cost meeting the threshold level for capitalized assets but the practice is to purchase in groups and capitalize the total group cost.
- Maintained together or in the same general area.

Items which do not fall into either capital category above are considered as expenses. However, if an item meets the unit cost threshold for Tracking/Inventory, it is recorded and tracked in the Equipment Inventory.

## Computers, Equipment & Software

The valuation of computers and software is based on unit cost. When initially purchasing a computer system, the following items will be considered as one unit: Central processing unit (CPU), cables, keyboard, monitor, operating system software, and other peripheral devices purchased as an integral part of the system.

Printers, text scanners, and other similar devices for office systems are typically not considered an integral part of the system. Software acquired separately from a computer system costing \$10,000 or more per unit and having a useful life of more than one year will be capitalized.

## Vehicles

The valuation method of vehicles is the same as that of Furniture and Fixtures.

## Disposal of Fixed Assets

The Board may sell or otherwise dispose of any personal property which has been deemed excess or has become unsuitable for public use.

Surplus or excess personal property as described in this section may be transferred, with or without compensation, to another governmental agency; or it may be sold at public auction or by sealed bids. If no bids are received for the property, it may be disposed of, consistent with the public interest, in any manner deemed appropriate by the Board of Directors. Monies from the sale of surplus property should be placed in the general fund unless otherwise restricted. Items that are determined damaged, unusable, outdated can be placed in the garbage for disposal with approval from the Board of Directors upon advice from the Executive Director or his/her appointee.

## Section 5 – Credit Card Policy

An NKADD credit card may be available for use on agency business. Individuals will not be assigned credit cards. All credit cards will be maintained by the Executive Director or Administrative Department and issued on a as needed basis, upon proper approval. Employees are expected to use and return credit cards on the same business day. Use of a credit card for out of town travel must be approved by the Executive Director.

Employees are generally encouraged to use regular accounts payable procedures through the purchase requisition system wherever possible, rather than the NKADD credit card.

For charges deemed necessary for credit card usage, the following procedures must be followed:

- A purchase requisition must be prepared by the employee and approved by an Associate Director / Director prior to any purchases being made on an NKADD credit card. Purchases more than \$5,000 must have prior approval of the Executive Director.
- See [Appendix 1 – Pending Purchase Requisitions](#) for details on preparing a requisition for Credit Card use.

## Section 6 – Petty Cash

The purpose of this section is to outline the policies and procedures for the operation of a petty cash fund, managed by the Finance Department.

- No more than \$150.00 will be maintained in the petty cash fund at one time.
- Reimbursement is limited to a \$15.00 purchase.
- Proof of purchase is required.
- Advances are not allowed.
- The Executive Director or his/her appointee will provide the Finance Director with appropriate directions as to eligible categories of reimbursement.
- The employee requesting reimbursement submits proof of purchase to the Finance Director.
- The Finance Director approves the request in accordance with guidelines identified in Section 6 - Policies.
- A petty cash form is filled out and signed by the employee and Finance Director.
- The employee receives reimbursement.



## Section 7 – Conferences and Meetings

### Payment of Expenses

The Executive Director shall be authorized to approve the payment of expenses, including registrations of employees, board members, committee members, and advisory council members participating in conferences and meetings of benefit to the NKADD.

### Board Attended Conferences

Travel to national or regional conferences and meetings located out of state and out of NKADD as defined in Section 8 will be limited to three Board members and one staff member, unless otherwise approved by the Board of Directors.

Preference for one Board member will be given to an officer, starting with the Chair and next in order, First Vice-Chair, Second Vice-Chair, and Secretary/Treasurer. The staff members will be the Executive Director or his/her appointee, and, if fewer than three Board members are attending, one additional staff member may be appointed by the Executive Director.

## Section 8 – Travel Expenses

### Authorization

Travel policies within the NKADD are crucial for managing expenses and ensuring that all trips are aligned with business needs. For in-state travel outside the Greater Cincinnati area, obtaining prior authorization from an Associate Director / Director is a standard procedure to maintain oversight. Similarly, attending out-of-state conferences or meetings requires approval from the Executive Director or a designated representative. This level of authorization helps to prevent unnecessary expenditures and aligns travel with strategic goals. However, routine local travel within the district and the Greater Cincinnati region is typically exempt from these requirements, allowing for flexibility and efficiency in day-to-day operations. Adhering to these guidelines ensures that travel is both purposeful and economically managed.

### Travel

The NKADD prioritizes cost-effectiveness and efficiency in its travel policies, mandating the use of the most economical and standard transportation methods along the most direct pathways. However, flexibility is built into this policy to accommodate exceptional circumstances that serve the organization's best interest, subject to the approval of the Executive Director. This approach ensures fiscal responsibility while allowing for necessary discretion in decision-making.

### Modes of Transportation

**Auto** – The NKADD provides a reimbursement policy for the use of private vehicles when conducting official duties within the Greater Cincinnati area. This policy aligns with the State of Kentucky's mileage rate, ensuring fair compensation. It's important to note that reimbursements for travel outside this region are capped at the cost of public transportation to the same destination. The Executive Director oversees policy adherence, while the NKADD is not liable for any traffic infractions incurred during business travel. Commuting between home and work are not covered, but additional mileage beyond the normal commute is reimbursable. Parking expenses are also reimbursable, with the stipulation that receipts are necessary for amounts over \$5.00.

**Air** – The NKADD has established a travel policy that mandates coach class for commercial airline travel, applicable when the destination is beyond a 300-mile radius from the principal office. This policy ensures cost-effectiveness while accommodating necessary travel for business purposes. Exceptions to this rule are subject to approval by the Executive Director, provided they align with the organization's best interests.

**Other Autos** – Reimbursement for the use of vehicles other than a staff member's private car is based on actual costs, with the necessary documentation. Rental cars should be economical, with higher-end models only approved under specific conditions. For group travel under 500 miles, driving is preferred if it's more economical than flying. However, exceptions can be made

for the organization's benefit with the Executive Director's approval. Additionally, for insurance and safety reasons, employees must periodically submit their driver's license and proof of insurance to the organization. This policy ensures fiscal responsibility while adhering to safety and insurance guidelines.

## NKADD Employee Reimbursement

**Company Mileage** – The NKADD employs a systematic approach to managing travel expenses by utilizing tools like Company Mileage. This method ensures accurate tracking and documentation of travel-related expenditures, which is essential for reimbursement purposes. Proper documentation and adherence to these guidelines are crucial for both compliance and financial efficiency.

- See [Appendix 2 – Logging Trips in Company Mileage](#) for details on submitting travel and mileage expenses.

**Non-NKADD Employees** – The NKADD has a clear policy regarding travel expenses, which states that reimbursement is only provided for NKADD employees. This means that any additional costs incurred by family members or individuals who are not NKADD employees will not be covered. This policy ensures that the organization's resources are utilized effectively and solely for professional purposes related to the duties of NKADD employees.

**Personal Travel** – When a business trip is extended for personal reasons, it's important to distinguish between work-related and personal expenses. Typically, only the expenses directly related to the business portion are reimbursable. If the addition of personal days does not increase the overall travel costs, such as airfare, then the standard travel rates apply. However, any extra costs incurred due to the personal extension, like additional hotel nights or car rental days, are usually the responsibility of the employee.

**Self-Entertainment/Alcoholic Beverages** – Reimbursement will not be made for the cost of self-entertainment or alcoholic beverages.

**Subsistence (meals) and Incidental Allowance** – Reimbursement will be on a Per Diem allotment set by the NKADD based on the Kentucky Travel Regulations and in conjunction with the General Services Administration (GSA) rates schedule of Local norms or High-rate localities.

- Requests for a Per Diem Advance can be made by using the appropriate form and submitting the request to the Finance Department by the end of the month prior to the event date. Upon return from the event, and within 5 business days, a verification signature on the form must be completed and documentation must be attached.
- Reimbursement for meals will be based on the need for overnight stay, distance of travel, and the employee's travel status during the time of the meal.

- Documentation of the event (agenda, registration form, etc.) indicating meals and hotel receipt must be attached to the appropriate form.
- If an employee receives reimbursement in advance of their event and then the employee is not able or not required to attend, within 5 business days the employee will reimburse the NKADD for the full amount of the reimbursement that they had received in advance.
- Departure and arrival time shall be based on the time zone in which the employee reports to work and must be recorded on the travel form.
- Reimbursement for meals is established in the table labeled “Meal Reimbursement Rates” below.
- Gratuities are included in the rates outlined in the chart labeled “Meal Reimbursement Rates” below.
- When meals are furnished at no cost or as part of a registration fee, the Per Diem allowance shall be reduced by the number of meals furnished during the authorized travel period.
- Employees shall be eligible for reimbursement for subsistence for breakfast, lunch and or dinner expenses, if authorized work requires an overnight stay and absence during the mealtime hours established in the chart below.

Meal Reimbursement Rates (includes gratuity)		
<i>Mealtime Hours</i>	Reimbursement for non-high-rate areas	Reimbursement for high-rate areas
<i>6:30am – 9:00am</i>	\$8.00	\$10.00
<i>11:00am – 2:00pm</i>	\$10.00	\$11.00
<i>5:00pm – 9:00pm</i>	\$18.00	\$23.00

**Room Expenses** – Reimbursement for room expenses depends on locality.

- In most cases, per 24-hour period, reimbursement for rooms shall not exceed the rate set yearly by the NKADD based on the GSA schedule, but in all instances must be in line with local norms.

- The only exceptions to this rule are high-rate localities as listed in Section 7, C.7. The reimbursement for rooms in high-rate localities shall be determined in same manner as local.
- Room reimbursement rates will be reviewed periodically and adjusted if needed to reflect changes in the Consumer Price Index (CPI) for the previous 12-month period.
- The NKADD will reimburse lodging expenses at reasonable, single occupancy or standard business room rates but employees are required to request the government rate for all lodging and book the rate with lowest cost.
- When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

**High-Rate Localities** – The following are the high-rate localities recognized by NKADD and based on the General Services Administration (GSA) rates schedule of Local norms or High-rate localities:

- Atlanta, Georgia; Atlantic City, New Jersey; Baltimore, Maryland; Boston, Massachusetts; Chicago, Illinois; Cleveland, Ohio; Dallas, Texas; Denver, Colorado; Detroit, Michigan; Hilton Head, South Carolina; Honolulu, Hawaii; Houston, Texas; Jacksonville, Florida; Kansas City, Kansas; Kansas City, Missouri; Lake Tahoe, Nevada; Las Vegas, Nevada; Los Angeles, California; Miami, Florida; Milwaukee, Wisconsin; Minneapolis, Minnesota; Montreal, Canada; Newark, New Jersey; New Orleans, Louisiana; New York, New York; Oakland, California; Phoenix, Arizona; Philadelphia, Pennsylvania; Pittsburgh, Pennsylvania; Portland, Oregon; San Diego, California; San Francisco, California; Santa Fe, New Mexico; Seattle, Washington; St. Louis, Missouri; Tampa, Florida; Toronto, Canada; Tulsa, Oklahoma; Virginia Beach, Virginia; Washington, D.C.

Additional high-rate localities must be pre-approved by the Executive Director.

## NKADD Board of Directors Reimbursement

**Board Member Travel** – The Chairperson of the Board will be the first Board member selected to attend any conference on behalf of NKADD. In the case of the Chairperson not attending, the 1st Vice Chair may attend. If he/she cannot attend, the 2nd Vice Chair may attend. In addition to the Board Chair, two Board members may attend the national associations not limited to the National Association of Regional Council Annual meeting and the National Association of Development Organizations. The process for selecting these two additional Board members will be determined by the Board of Directors. Any other conference for a Board member to attend

must be authorized by the Board of Directors.

Travel from the residence of the Board member to an official function or meeting of the Board is reimbursable. Board members travelling on behalf of the NKADD must adhere to the 48-hour notification of cancellation for travel, hotel reservations, and registration expenses in all instances.

**Non-NKADD Board Members** – NKADD will not pay or reimburse for incremental travel or expenses for family members or other non- NKADD Board members traveling with an NKADD Board Member.

**Personal Travel** – When a business trip is extended for personal reasons, it's important to distinguish between work-related and personal expenses. Typically, only the expenses directly related to the business portion are reimbursable. If the addition of personal days does not increase the overall travel costs, such as airfare, then the standard travel rates apply. However, any extra costs incurred due to the personal extension, like additional hotel nights or car rental days, are usually the responsibility of the NKADD Board members.

**Self-Entertainment/Alcoholic Beverages** – Reimbursement will not be made for the cost of self-entertainment or alcoholic beverages.

**Subsistence (meals) and Incidental Allowance** – Reimbursement will be on a Per Diem allotment set by the NKADD based on the Kentucky Travel Regulations and in conjunction with the General Services Administration (GSA) rates schedule of Local norms or High-rate localities.

- Requests for a Per Diem Advance can be made by using the appropriate form and submitting the request to the Finance Department by the end of the month prior to the event date. Upon return from the event, and within 5 business days, a verification signature on the form must be completed and documentation must be attached.
- Reimbursement for meals will be based on the need for overnight stay, distance of travel, and the employee's travel status during the time of the meal.
- Documentation of the event (agenda, registration form, etc.) indicating meals and hotel receipt must be attached to the appropriate form.
- If an Board member receives reimbursement in advance of their event and then the employee is not able or not required to attend, within 5 business days the employee will reimburse the NKADD for the full amount of the reimbursement that they had received in advance.
- Departure and arrival time shall be based on the time zone in which the employee reports to work and must be recorded on the travel form.

- Reimbursement for meals is established in the table labeled “Meal Reimbursement Rates” below.
- Gratuities are included in the rates outlined in the chart labeled “Meal Reimbursement Rates” below.
- When meals are furnished at no cost or as part of a registration fee, the Per Diem allowance shall be reduced by the number of meals furnished during the authorized travel period.
- Board members shall be eligible for reimbursement for subsistence for breakfast, lunch and or dinner expenses, if authorized work requires an overnight stay and absence during the mealtime hours established in the chart below.

Meal Reimbursement Rates (includes gratuity)		
<i>Mealtime Hours</i>	Reimbursement for non-high-rate areas	Reimbursement for high-rate areas
<i>6:30am – 9:00am</i>	\$8.00	\$10.00
<i>11:00am – 2:00pm</i>	\$10.00	\$11.00
<i>5:00pm – 9:00pm</i>	\$18.00	\$23.00

**Room Expenses** – Reimbursement for room expenses depends on locality.

- In most cases, per 24-hour period, reimbursement for rooms shall not exceed the rate set yearly by the NKADD based on the GSA schedule, but in all instances must be in line with local norms.
- The only exceptions to this rule are high-rate localities as listed in Section 7, C.7. The reimbursement for rooms in high-rate localities shall be determined in same manner as local.
- Room reimbursement rates will be reviewed periodically and adjusted if needed to reflect changes in the Consumer Price Index (CPI) for the previous 12-month period.
- The NKADD will reimburse lodging expenses at reasonable, single occupancy or standard business room rates but employees are required to request the government rate for all lodging and book the rate with lowest cost.
- When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

All reimbursements of a Board Member on behalf of the NKADD are subject to all the procedures detailed in these regulations to include normal and high-rate localities as noted.



## Section 9 – Project Fees and Charges

### Publications

All publications (bound documents) of the Northern Kentucky Area Development District will be made available to local governments on request. The Executive Director may provide multiple copies of documents to local member governments on a case-by-case basis; however, the Executive Director may also determine in which situations an appropriate charge, in accordance with state open records law, may be levied for the costs of reproduction. Cooperating and liaison organizations and agencies within the NKADD and the Commonwealth will receive single copies of NKADD publications on request. Publications will be made available to others at a cost determined by the Executive Director on a case-by-case basis, insofar as this rule is applied equally.

### Copies

The cost of copies of single pages will be determined by the Finance Director in conjunction with the IT Director to reflect current costs.

### Maps

Charges for maps are determined by the type of reproduction and the associated costs.

## Project Cost Share Policy and Schedule

### Base Policy

To the extent practicable, the Board of Directors and the Executive Director shall seek to distribute planning and technical assistance projects equitably among the local governments of Northern Kentucky. In any given program year, demand for project services may exceed resources available to the NKADD. Accordingly, the NKADD Board of Directors shall maintain and update as necessary a cost share schedule to be used to determine project costs not already included as NKADD JFA Contract objectives.

### Cost Share Schedule

- The Executive Director or his/her appointee is authorized to negotiate agreements and contracts for the delivery of specific services to NKADD cities and counties on the following basis:
  - at a minimum 15 prepaid hours of work for local governments.
  - an additional 15 prepaid hours of work for local governments who have paid their full fair share contribution.

- It is presumed that the first 15/30 hours of a project, in all but a few exceptional cases, will be funded through state or federal funds.
- Entities such as fire districts, libraries, health districts, etc., that are related to a city or county but do not pay a fair share contribution, only receive 15 prepaid hours.
- Non-profit agencies that do not pay a fair share receive 15 prepaid hours.
- Private for-profit agencies do not receive any prepaid hours.
- The cost for work in addition to the prepaid hours will be charged at an approved cost per hour.
- The cost share schedule is approved by the NKADD Board of Directors

## Section 10 – Program Income

The purpose of this policy is to ensure that all Federal funds are expended in accordance with applicable laws and regulations, as described in 2 CFR 200 Uniform Administrative Requirements.

This policy refers to income earned by the ADD directly generated by a supporting activity or earned as the result of an award. Program income does not increase the amount of funds authorized for an award or sub-award. It is considered additional revenue available for use in support of allowable sub-award activities.

The ADD will account for program income using the addition method. Program income will be added to the award and is used to provide the same services as provided under the original award/sub-award agreement. The program income available to the ADD for program activities is not formally modified into the award/sub-award amount.

# Section 11 – Use of NKADD Facilities

## Purpose & Availability

NKADD's public facilities and grounds are defined as:

- Main Office, 22 Spiral Drive, Florence, Kentucky 41042
- Commodities Warehouse, 10100 Toeppen Drive, Independence, Kentucky 41051
- Career Center locations where NKADD holds leases

NKADD's facilities and grounds are intended for NKADD sponsored activities. When the facilities are not in use by NKADD board or staff, they may be used by other organizations for occasional meetings. All meetings must be open to the public.

NKADD reserves the right to deny the use of its facilities for any reason. An organization's use of the facilities does not imply NKADD's endorsement. Except as a designation of location, the name of NKADD may not be used in any publicity. NKADD accepts no liability or responsibility for any damage to persons or property resulting from use of NKADD Facilities. NKADD reserves the right to charge or to waive a fee for use of the premises to account for staff time and wear and tear.

## Guidelines for Public Use

- NKADD sponsored activities will take precedence over all other events. NKADD reserves the right to cancel any meeting at any time.
- Requests for use of facilities should be restricted to Monday through Friday. Weekend requests may be considered on a case-by-case basis.
- Reservations will be taken on a first come, first served basis, submitted to NKADD Administrative Staff at [info@nkadd.org](mailto:info@nkadd.org).
- A ***Facilities Use Application*** must be completed each time a facility is requested. The person completing the application is responsible for any damages to the property and must be at least 18 years of age at the time of application.
- The application must be approved by the NKADD Executive Director (or designee) prior to the scheduled meeting.
- NKADD shall be notified via email at least 48 hours in advance of a cancellations or requested changes.
- Organizations using NKADD facilities may not charge admission fees. Any donations, solicited or exchanged, within the facility may only be used for a bona-fide charitable purpose or to pay for training programs or refreshment costs.
- The maximum number of participants allowed in the facility is determined by the local fire code.
- No tobacco products, e-cigarettes are permitted.

- Groups intending to use the audiovisual system must indicate that as part of the original application and are prohibited from tampering with the audiovisual system control box.
- If furnishings are rearranged, they shall be returned to the previous arrangement.
- Groups intending to serve refreshments must indicate that as part of the original application and the group is expected to clean up and dispose of trash appropriately.
- Damages to the facility or accidents should be reported immediately to the NKADD by calling 859-283-1885 or in-person.
- The applicant shall indemnify and hold harmless the NKADD from any and all losses, damages, claims or suits arising out of the applicant's use and occupancy of the public facility, including but not limited to those attributed to the applicant's guests, agents, employees, or invitees.
- Failure to adhere to these regulations may result in denial of future use of NKADD facilities.

## Section 12 – Audit and Audit Resolution

The purpose of this policy is to ensure that all Federal funds are expended in accordance with applicable laws and regulations, as described in 2 CFR 200 Uniform Administrative Requirements.

### Single Audit (previously known as the OMB Circular A-133 audit)

As a grant recipient that expends more than \$750,000 annually, the ADD is required to have a single audit performed annually by a third-party accounting firm. The ADD will procure the auditor, making clear the objectives and scope of the audit. The ADD will not consider any firm that has assisted with the Cost Allocation Plan or provided any other consultations that would compromise the independence of the audit.

### Resolution of Findings

The ADD will initiate and proceed with a corrective action plan as soon as possible after receipt of the auditor's report to address each finding included in the auditor's report.

## Section 13 – Employee Training

The Executive Director shall be authorized to approve the expenditure of funds permitting employees of the NKADD to participate in training conferences or seminars or academic courses that may be of benefit to the NKADD.

See NKADD Personnel Policies under Professional Development for specific policy details.

## Section 14 – Safety

The NKADD is deeply committed to ensuring a safe and healthy work environment for all its employees. Recognizing the importance of proactive measures, the NKADD has established a clear protocol for reporting hazardous conditions. Employees are encouraged to promptly report any safety concerns within the office directly to the **Executive Director** or the designated appointee. Similarly, any potential hazards encountered on the building premises or surrounding grounds should also be communicated to the same authorities. This vigilant approach to workplace safety not only helps in maintaining a secure environment but also fosters a culture of collective responsibility and care among the staff. The NKADD's dedication to safety is a testament to its commitment to its employees' well-being and the overall success of the organization.



## Section 15 – Hiring

### Announcement and Advertisement of Vacant Positions

All vacancies in the NKADD workforce will be publicized by posting announcements in the NKADD offices or in other places by such other means as the Executive Director deems advisable. In addition, full or part-time positions not filled through promotions will be advertised in newspapers, periodicals or online publications selected by the Executive Director, and other means to reach a broad cross section of the community. All announcements and advertisements of vacant positions should specify the title and salary (or salary range) of the position, qualifications, requirements, manner of making application, and other pertinent information. At least seven days from the publication date of the last advertisement will usually be allowed for receipt of resumes. All announcements and advertisements will state that the NKADD is an equal opportunity employer.

### Application Process

The Executive Director may require resumes. Applications on standard forms provided by the NKADD will also be required for finalists under consideration for vacant positions. Applications may also be required as deemed necessary by the Executive Director. Application forms will request information covering training, experience, and other pertinent data. All applications will be signed by the applicant.

### Employment Requirements

All positions will be open to people who meet the necessary requirements. Such requirements may include the following factors: knowledge; skills; education; training; experience and ability to perform the essential functions of the position (with or without reasonable accommodation for individuals with disabilities).

### Receipt & Duration of Applications

Applications received during regular business hours will be accepted and placed on file.

### Rejection of Applications

The Executive Director may reject any or all applications for employment. An applicant may also be rejected for the practice or attempted practice of fraud or deception in the completion of his/her application, or if his/her past record of employment or other credentials are determined to be unsatisfactory by the Executive Director.

## Open Competitive Appointments

Positions to be filled by recruitment from outside the NKADD will be filled through a competitive process open to the public. Such process may include, but not be limited to ratings of training and experience; written, oral, or performance tests; or any combination of these as determined by the Executive Director or his/her designee. The process may take into consideration such factors as: education; experience; knowledge; skill; ability to perform the essential functions, with or without reasonable accommodation of a disability; or any other qualifications which are job-related and which in the judgment of the Executive Director enter the determination of the qualifications of applicants. The Executive Director may require the applicant to submit proof of his/her education, military service, or any other such documentation as he/she deems appropriate.

## Eligibility List

After the appointment of a candidate for the position, the Executive Director may create an eligibility list of the remaining top candidates. If the NKADD needs to fill the same position within the next three months, or if a position in the same job classification with the same knowledge, skills, abilities, education, and training requirements becomes available, a candidate may be selected for consideration from the eligibility list.

## References

All requests for employment references from current or former NKADD employees should be forwarded to the Human Resources division for review. Employees shall not provide any employment references for a current or former NKADD employee without obtaining prior authorization from the Human Resources division or the Executive Director.

## Section 16 – Records

### Electronic Time Sheets

Each employee is required to keep a record of working hours during each payroll period. This is done by completing filling out an Electronic Time Sheet. Each employee is responsible for the following:

- Assignment of correct project WEO number
- Completing the electronic time sheet with accuracy including leave used, dates worked, and hours worked.
- Submission of time sheet to the immediate supervisor or other person appointed by the Executive Director at a time deemed appropriate.

### Personnel

Beginning the first day of employment, a new employee will be required to report to the Human Resources Representative, or some person appointed by the Executive Director, to supply any information needed to complete personnel records, execute payroll withholding authorization, and enroll in the applicable employee benefit programs.

## Section 17 – Open Records Policy

It is the policy of the NKADD to comply with Kentucky Open Records Laws enacted in KRS 61.870 to 61.884 and any interpretive findings of the Attorney General. Open records requests will be handled in compliance with this policy, the applicable sections of KRS, and the interpretive findings of the Attorney General.

The Executive Director is designated the official custodian of the records of the NKADD. The custodian is responsible for the safekeeping of the records, protecting the records from damage and disorganization, aiding and information upon request regarding the records of the agency, and preventing excessive disruption to the NKADD's essential functions throughout this process. The Executive Director may delegate the duties of official custodian as desired.

The address of the official custodian and the principal office of the NKADD is 22 Spiral Drive, Florence, KY 41042.

All public records of the NKADD are open for full access and inspection, by any person, unless such records are exempted by KRS. The NKADD will provide a suitable facility for the inspection of records, namely its principal office. No person may remove original copies of any public record from the offices of the NKADD without the written permission of the official custodian.

Any person has the right to inspect public records of the NKADD. The official custodian may require a written request, signed by the applicant, with the requestor's name and descriptions of records to be inspected legibly. The written request may be hand delivered, mailed, or sent via facsimile to the NKADD.

A person may inspect the public records during regular office hours or by receiving copies through the mail. The NKADD may require all copy and mail fees and costs prior to mailing of the records.

The NKADD may prescribe a reasonable fee for making copies of public records requested for noncommercial purposes which will not exceed the actual cost of reproduction, including the costs of the media and any mechanical processing costs incurred, not including cost of staff time. If NKADD is asked to produce a record in a non-standardized format, or to tailor the format to meet the request of an individual or group, NKADD may, at its discretion, recover staff costs, as well as any actual costs incurred. If the public record is being requested for commercial purposes, the NKADD may require a certified statement from the requester stating the commercial purpose for which they shall be used. The NKADD may require the requester to pay a specified fee or enter into a contract for use of the public record for the stated commercial purpose. This fee will reflect the cost to NKADD of media, mechanical processing, and staff required to produce the public records and any cost for the creation, purchase, or other acquisition of the records.

The official custodian will respond to any open records request in a timely and efficient manner

and within the time frames prescribed by The Kentucky Open Records Law.

This policy will be displayed in a prominent location accessible to the public.

## Section 18 – Interpretation

The Executive Director shall be authorized to interpret these regulations. Appeal of interpretation by the Executive Director may be made to the Board of Directors whose decision shall be final.

## Section 19 – Effective Date

These regulations shall become effective 05/23/2024, upon adoption by the Board of Directors and shall rescind all other previously adopted administrative regulations or resolutions relative thereto.

## Section 20 – Amendments

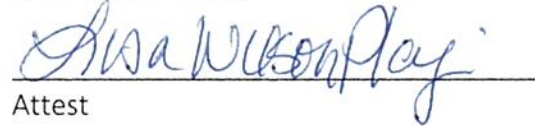
These regulations may be amended from time to time by the Board of Directors provided most of the members are present and vote and approve said amendments.



Adopted with Revision on 05/23/2024 by the Board of Directors of the Northern Kentucky Area Development District.



Chair of the Board



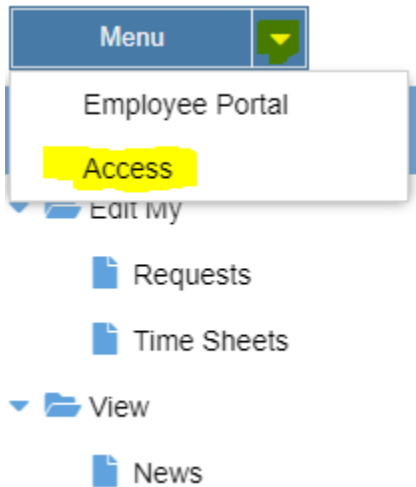
Attest

## Appendix 1 – Pending Purchase Requisitions

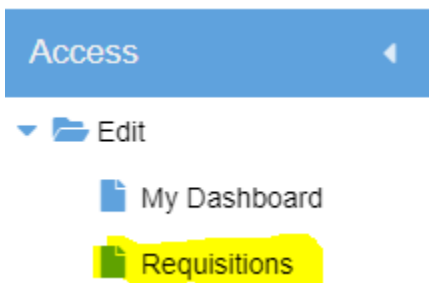
Credit Card Purchases, Board Approvals, Tentative Quotes, any purchase without a finalized amount.

1. Login to the Employee Portal with your AccuFund User Account
  - a. Login ID: your login id
  - b. Password: your password

2. Click the Menu Dropdown button and choose Access



3. Choose Requisitions



4. Click the ADD Button

The screenshot shows a web interface for 'Requisitions'. At the top, there's a blue header with the word 'Requisitions' and a close button. Below the header, there's a toolbar with buttons for 'Refresh', a help icon, 'View', and 'Add' (which is highlighted in yellow). Below the toolbar, there's a table with columns: 'Group', 'St', 'Req...', and 'Department'. The table has two rows of data, both with 'Finance and Administration' as the department. The first row has a radio button selected, and the second row has an unselected radio button. Below the table, there's a section for 'My Requisitions (4)'.

5. Search for your Vendor in the Vendor Field. As you type, a potential match will show up. When you find the Vendor, select it.

The screenshot shows a web interface for searching vendors. At the top, there's a toolbar with buttons for a help icon, 'Submit', 'Cancel', and 'Routing'. Below the toolbar, there's a form with fields for 'Vendor:', 'Name:', and 'Description:'. The 'Vendor:' field has a dropdown menu open, showing a list of vendors. The first vendor, '[3734] PC CONNECTION SALES CORP', is highlighted in yellow. Below the dropdown, there's a section for 'DBA CONNECTION', 'PO BOX 536472', and 'PITTSBURGH, PA 15253-5906'. At the bottom, there's a pagination bar showing 'Page 1 of 1'.

a. When using a Credit Card, please type/search for **Stockyards Bank & Trust.**

6. Enter specific and concise summary of purchase
- For Credit Card purchases, include the merchant you are purchasing from
  - For all other purchases, include invoice number in lieu of Vendor name

The screenshot shows a web interface for searching vendors. At the top, there's a toolbar with buttons for a help icon, 'Submit', 'Cancel', and 'Routing'. Below the toolbar, there's a form with fields for 'Vendor:', 'Name:', and 'Description:'. The 'Vendor:' field has a dropdown menu open, showing a list of vendors. The first vendor, '3734', is selected. The 'Name:' field contains 'PC CONNECTION SALES CORP'. The 'Description:' field contains a yellow-highlighted text: 'Surface Devices for Workforce Team. Approved by CHFS and Board of Directors (3/25/2021). Devices come with 4-year warranty that includes Accident Damage.'

For Department: Please select the Department you are making the purchase for.

Vendor: 3734 Type: <none>

Name: PC CONNECTION SALES CORP Date: 03/25/2021

Description: Surface Devices for Workforce Team. Approved by CHFS and Board of Directors (3/25/2021). Devices come with 4-year warranty that includes Accident Damage. Reference:

Purpose: PO Amount: 0.00

Options: ☐ Separate accounting ☐ Dollar based ☐ Printed

Department: Workforce Development Ship method: <none> Terms: <none> Need by:

7. Click on the Activity tab. For each line item, you must enter an Activity.

8. Click Add

Requisitions x

Tabs Requisition Activity Images Routing

Activity

Submit Cancel Routing

Add Copy Change Up Down

#	By	Stock Number	N/S	Vendor Item	Description
Total					

9. Enter your Activity/Item, estimate cost and itemize as best you can

- For example, add each line of your quote; add any Board asks; guestimate retail purchases, etc.

10. Put requisition On Hold (screen shot)

Requisitions x

Tabs Requisition Activity Images Routing

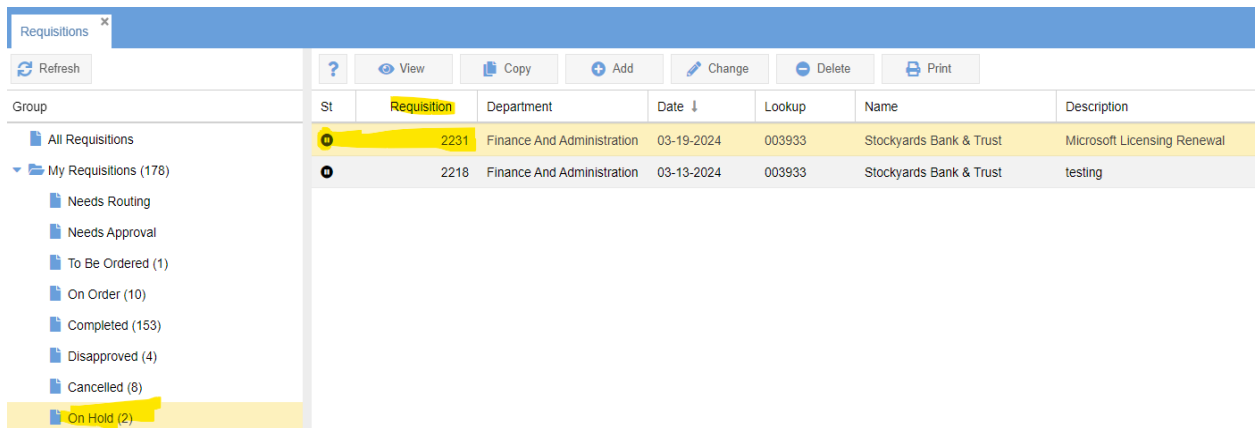
Submit Cancel Hold Routing

Activity

View Add Copy Change Up Down Delete Cancel

St	#	By	Stock Number	N/S	Vendor Item	Description	Qty ...	Unit ...	Type	Amo...
	1	cbeyer				test	1.0000	35.0000	<none>	35.00
	2	cbeyer				testing	1.0000	25.0000	<none>	25.00
Total										60.00

## 11. Get Requisition Number from AccuFund (screen shot)



Group	St	Requisition	Department	Date ↓	Lookup	Name	Description
All Requisitions		2231	Finance And Administration	03-19-2024	003933	Stockyards Bank & Trust	Microsoft Licensing Renewal
My Requisitions (178)		2218	Finance And Administration	03-13-2024	003933	Stockyards Bank & Trust	testing

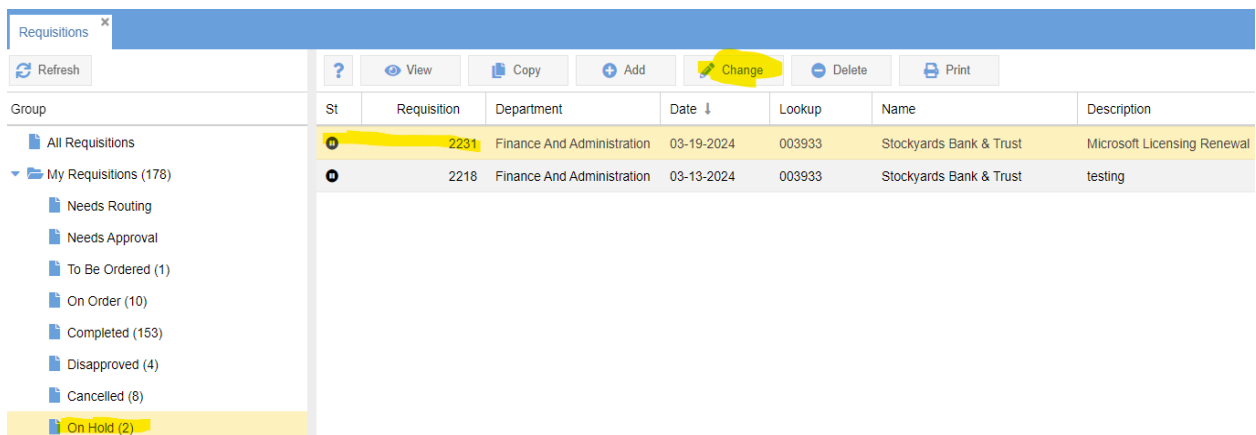
## 12. Notify Associate Director with your Requisition Number for Verbal Approval to get the Credit Card

13. After verbal approval is given by an Associate Director on a purchase requisition, the employee will check out the credit card from the front office staff. Employees should use their division credit card. It is important that the **credit card sign out book** is completed by the employee with all required information (this includes the Requisition Number).

14. The employee will use the credit card to make the purchase and return the credit card to the front office staff and sign the **credit card sign out book**.

15. Upload, Scan, or attain a digital receipt/quote/invoice (PDF, Word, etc.) and return to your Requisition in AccuFund.

16. Choose the On Hold tab, select your Requisition and click the **Change** button.



Group	St	Requisition	Department	Date ↓	Lookup	Name	Description
All Requisitions		2231	Finance And Administration	03-19-2024	003933	Stockyards Bank & Trust	Microsoft Licensing Renewal
My Requisitions (178)		2218	Finance And Administration	03-13-2024	003933	Stockyards Bank & Trust	testing

17. Use your receipt, quote or invoice to finish filling out the Requisition. Edit the Activity items with any updated pricing or descriptions.

18. Any additional Item should also be added.

Enter a detailed description (can be the same as the previous description in Step 6)  
Set the Quantity and Unit Price for each item (unit/measure is not needed) and the amount will adjust automatically.

The image shows two screenshots from a software interface. The top screenshot is the 'Requisitions' form. It has a title bar 'Requisitions' with a close button. Below the title bar are 'Save' and 'Cancel' buttons. There are input fields for 'Stock Number' and 'Vendor Item'. A 'Description' field contains the text: 'Surface Devices for Workforce Team. Approved by CHFS and Board of Directors (3/25/2021). Devices come with 4-year warranty that includes Accident Damage.' Below this is a table with four columns: 'Requested', 'Unit Price', 'Unit/Measure', and 'Amount'. The 'Requested' column has the value '6.00', 'Unit Price' has '1,525.55', 'Unit/Measure' has '<none>', and 'Amount' has '9,153.30'. The bottom screenshot is the 'Distribution' form. It has a title bar 'Distribution' and buttons for 'Add', 'Copy', 'Change', 'Delete', and 'Distribute'. Below the buttons is a table with two columns: 'St Account' and 'Amount'. The table is currently empty.

19. Under the Accounting Distribution section, click the Add button.

You will be able to edit your WEO/Grant code along with the Accounting Code under the Account field. You will need to know your WEO information. Your Associate Director should have this information.

Click Save

The image shows a screenshot of the 'Distribution' form. It has a title bar 'Distribution' and buttons for 'Add', 'Copy', 'Change', 'Delete', and 'Distribute'. Below the buttons is a table with two columns: 'St Account' and 'Amount'. The table contains two rows. The first row has '112.0674.5810.03-00 Equipment (Over \$1500)' in the 'St Account' column and '9,103.30' in the 'Amount' column. The second row has '117.0679.5710.03-00 Computer Software Hardware Services' in the 'St Account' column and '50.00' in the 'Amount' column. The total amount is '9,153.30'.

20. If you have multiple items in your quote or on your receipt, please repeat steps 9 – 11.

21. After entering all your Items (as they appear on receipt/invoice/quote/etc.), the activities tab total should match the Total of the amount you are Requesting (the total from your receipt/invoice/quote/etc.).

Requisitions

Tabs

Requisition

Activity

Images

Routing

?

Submit

Cancel

Routing

Activity

?

Add

Copy

Change

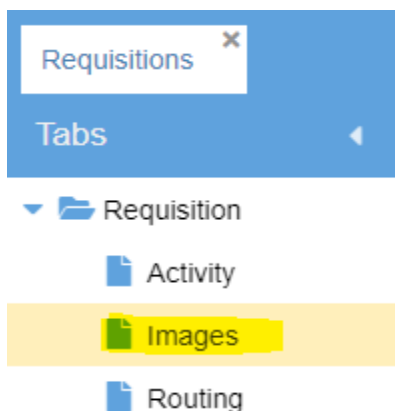
Up

Down

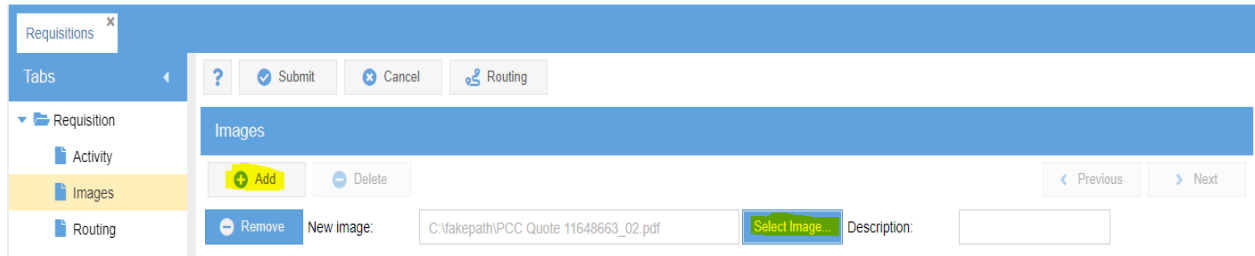
Delete

#	By	Stock Number	N/S	Vendor Item	Description	Qty R...	Unit ...	Type	Amount
1					Surface Devices for Workforce Team. ...	6.0000	1,525.55...	<none>	9,153.30
2					Shipping	1.0000	18.6400	<none>	18.64
Total									9,171.94

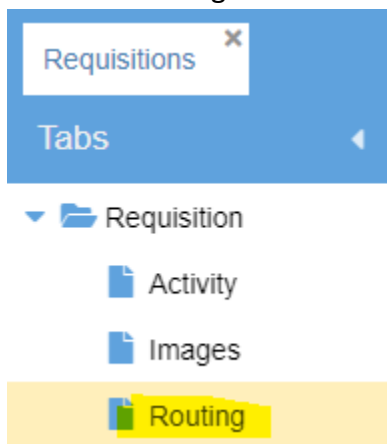
22. Click on the Images tab to upload your receipts, invoices, quotes, etc. Yes, these items need to be in electronic form. Please use the Mail Room Copier to scan in your receipts. If a vendor emailed you a quote or invoice, please use that document and upload it here



- a. Click ADD and then Select Image. You can provide a description if you would like.
- b. After the receipt, invoice, quote, etc., has been uploaded, **please DISCARD the physical receipt.**



23. Click the Routing tab



24. Under Entry Area, select the Division you are creating the Requisition for and then click the Routing Button (next to the Hold button). The Routing will repopulate with the correct route this request will take for approval.

- a. Division 1 – Finance and Admin and NKYODCP
- b. Division 2 – Aging and Disabilities
- c. Division 3 – Workforce Development
- d. Division 4 – Community Development
- e. Division 5— Public Administration
- f. Division 6 – Case Management

In the image below, I have selected the Division 3 Entry Area (Workforce Dev). This request will travel to the Division 3 Initial Approver (Workforce Dev Associate Director), then to IT, and finally to Executive Director (depending on the amount).



? Submit Cancel Hold Routing

Routing

Entry area: Division 3 Entry

Available

Initial approver

Add  
Delete  
Up  
Down

Assigned

#	ST	Assigned routing	By	Date	Comment
1	✓	Division 3 Entry	Clay Beyer	03-29-2021 9:34 am	
2	●	Division 3 Initial Approval			
3		IT Director			
4		Executive Director			

25. Click the Requisitions folder icon. You can now run through each section and verify everything is correct. Once you are ready for this request to enter routing, click Submit.

Requisitions x

Tabs

Requisition  
Activity  
Images  
Routing

? Submit Cancel Hold Routing

Vendor: 3734 Type: <none>

Name: PC CONNECTION SALES CORP Date: 03/29/2021

Description: Surface Devices for Workforce Team. Approved by CHFS and Board of Directors (3/25/2021). Devices come with 4-year warranty that includes Accident Damage. Reference:

Purpose: PO Amount: 9,171.94

Options: ☐ Separate accounting ☐ Dollar based ☐ Printed

Department: Workforce Development Ship method: <none> Terms: <none> Need by:

Upon Submission, your request will travel through the routing tree. The status of your requisition could be any of the following:

- Needs Routing – Requisition needs to route to the next approving agent
- Needs Approval – Requisition is awaiting approval
- On Order – Requisition has been approved and is waiting to be paid
- Completed – Requisition has been paid by Finance

Final approval lies with either the Associate Director of your department or the Executive Director, depending on the amount of the requisition (See Admin Regulations). If the requisition holds anything technology related, it will also come through the IT Director.

## Appendix 2 – Logging Trips in Company Mileage

1. After logging in to Company Mileage, click on “New Trip”



2. Start by filling out the **date**, **NKADD Travel Account**, and **WEO** fields

For NKADD Travel Account:

- a. If you are **NOT** a CDO-LTC employee, choose *Travel—Staff 5410*
- b. If you **ARE** a CDO-LTC employee
  - i. Use *Travel—Asst 7410* for all assessment trips.
  - ii. Use *Travel - CM 8410* for all other trips.

For WEO:

WEO codes may change over time, so please get the correct, up to date one from your supervisor.

3. Next, fill out the Start Address section. This is the address at which you began the trip. It could be your home, the office, a client’s residence, etc.
  - a. You can quickly fill in your home address by clicking the house button.
  - b. You can quickly fill in the office address by clicking the building button.
  - c. You can access your personal address book by clicking on this button.
    - i. Your personal address book contains pre-loaded client addresses, but you can add any location you like by filling out the Start Address section

manually and checking the “add to address book” box. When this trip is completed, the marked address will be saved for future use.





Start Name\*:     

Start Address\*:

Start City\*:  State\*:  Zip\*:  ☒ Add to Address Book [Clear Address](#)

\*Entering the Zip Code first will populate the City and State fields.

4. The Destination Address section is the same as the previous step.

Destination Name\*:     

Destination Address\*:

Destination City\*:  State\*:  Zip\*:  ☒ Add to Address Book [Clear Address](#)

\*Entering the Zip Code first will populate the City and State fields.

5. The memo field is mandatory, all you need to specify is the purpose of the trip. After that, click “get mileage” and your total mileage will be automatically calculated.
- If this is a round trip entry, click the checkbox and it will automatically calculate mile age for there and back.

**PLEASE NOTE:** Miles from home to office are excluded from the total as per state reimbursement policy.

Round Trip? ☐ Mileage Manual Override? ☐

Memo\*:

(\* Mandatory Fields)

6.7

\* By selecting Save, I certify that the mileage/expense submitted is true and accurate

6. If your route deviated from the calculated mileage, check “Mileage Manual Override” and enter your actual mileage in the box that appears. Please specify the reason in the memo box.

Round Trip? ☐ Mileage Manual Override? ☒

Enter Override Mileage

**\*\* Place reason for manual override in Memo field and fill in correct mileage distance! \*\***

Memo\*:

(\* Mandatory Fields)

Get Mileage  Save Continue Trip Print Clear Form

*\* By selecting Save, I certify that the mileage/expense submitted is true and accurate*

Map & Directions

7. If you are done with this entry, click “Save” and the trip will be sent to your supervisor for approval.
  - a. If your next trip starts at the destination of this trip (ex: going from one client to another), you can click “Continue Trip,” which will submit your current trip and carry the destination address over to the start of the next screen.

Round Trip? ☐ Mileage Manual Override? ☒

Enter Override Mileage

**\*\* Place reason for manual override in Memo field and fill in correct mileage distance! \*\***

Memo\*:

(\* Mandatory Fields)

Get Mileage  Save Continue Trip Print Clear Form

*\* By selecting Save, I certify that the mileage/expense submitted is true and accurate*

Map & Directions

## Editing Trips in Company Mileage

8. On the Company Mileage homepage, locate the “Personal Summary” section and click the number next to “Trips Awaiting Approval.”



## Personal Summary:

Trips Awaiting Approval:

1

Trips Awaiting Payment:

0

Trips Rejected:

0

9. Here you will see of all your trips waiting for approval. You can edit one from the button on the far right.

Trip List: Awaiting Approval




<input type="checkbox"/>	Trip Date	From (Company)	To (Company)	Mileage Override	Round Trip	Override Miles	Miles	Amount	View
<input type="checkbox"/>	Nov 4, 2025	office	Providence Senior Center	to	to	0.0	2.6	\$ 1.01	<a href="#">View</a> <a href="#">Edit</a>
						Total:	2.6	\$ 1.01	


[Reset](#) [Delete Trips](#)




Override Miles	Miles	Amount	View
0.0	2.6	\$ 1.01	<a href="#">View</a> <a href="#">Edit</a>
Total:	2.6	\$ 1.01	

10. Here you can edit everything but the start and end points.

Date:  

NKADD Travel Account:  

WEO:  

---

Start Name:

Start Address:

---

Destination Name:

Destination Address:

---

Calculated Miles:


Override Mileage:

Memo:

(\* Mandatory Fields)

Note: Changing Override Mileage field will reactivate override mileage for current trip.

11. If you need to change any addresses, you will need to delete the trip and resubmit it as a new trip.

**Trip List: Awaiting Approval** 

<input type="checkbox"/>	Trip Date	From (Company)	To (Company)	Manual Override	Round Trip	Override Miles	Miles	Amount	View
<input type="checkbox"/>	Nov 4, 2020	office	Florence Senior Center	N	N	0.0	2.6	\$1.01	<a href="#">View</a> <a href="#">Edit</a>
						Total:	2.6	\$1.01	

---

**Trip List: Awaiting Approval**

<input type="checkbox"/>	Trip Date	From (Company)
<input type="checkbox"/>	Nov 4, 2020	office

---

	Manual Override	Round Trip	Over
	N	N	

