Northern Kentucky Area Development District

Administrative Regulations

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Section 1 – Chief Administrative Officer

Authority

- The **Executive Director** serves as the Chief Administrative Officer of the Northern Kentucky Area Development District (NKADD), with primary responsibility for overseeing and managing the organization's day-to-day operations.

- The **Executive Director** shall exercise all authorities delegated by the NKADD Bylaws, these Administrative Regulations, and the Board of Directors.

Employment

- The **Executive Director** shall be appointed and employed by the Board of Directors of the Northern Kentucky Area Development District (NKADD).

- The **Executive Director** is authorized to hire all other NKADD employees and establish their salaries, provided that no employee shall receive compensation exceeding the salary limits approved by the Board of Directors.

Section 2 – Disbursements

Authority

- Disbursements are payments for services rendered or other amounts due.
- For grant awards, agreements, or contracts already approved on NKADD's behalf, the Finance Director or their designee may make disbursements within authorized budget amounts, following the written guidelines for that payment.
- Disbursements shall follow the NKADD Bylaws, these Administrative Regulations, and any other direction from the Board of Directors.
- All disbursements of $50,000 or more require approval by the NKADD Board of Directors.

Approval and Review

- Expenses are normally paid through the purchase requisition process in Section 3.
- When a purchase requisition is not feasible, the program manager responsible for the expense shall set written guidelines for the purchase. The guidelines must be approved by the Finance Director or their designee and shared with the staff involved.
- No disbursement shall be made until the Finance Director, or their designee, has verified the completed and approved invoices, purchase orders, or related documents.
- The Treasurer serves on the Board of Directors' Executive Committee and shall be bonded. The Treasurer receives:
    - copies of each check register weekly; and
    - monthly copies of credit card statements, Executive Director expenses, mileage, and timesheets.

Payment Change Verification

- Before any change is made to the payment instructions or banking information of a vendor, payee, or employee (including direct deposit), the staff member processing the change must verify the request.
- Verification must use a method independent of the request itself, such as calling the requester at a phone number already on file with NKADD or confirming in person.
- No payment shall be issued to the new account until the change has been verified and documented.

Electronic Check Signatures

- Any employee with authority to print or issue NKADD checks must obtain written consent from both the Executive Director and the Finance Director before using an electronic or facsimile signature in place of a physical signature. This includes a stored signature image applied by check-printing software.
- The Executive Director and the Director of IT and Facilities must jointly approve the

signature method before it is used.

- This joint approval serves as the specific approval for check signatures referenced in the NKADD Information Security Policy.

Section 3 – Purchasing

Definitions

- Associate Director / Director – The staff member responsible for directing the activities of the individual NKADD departments.

- Cooperative Purchasing – Purchasing supplies, materials, services, or equipment through a purchasing contract established by another public purchasing unit (in Kentucky or another state) or by a national or regional purchasing cooperative (e.g., NCPA/OMNIA Partners, Sourcewell, TIPS-USA), rather than through NKADD's own competitive process. Authorized under KRS 45A.295 to 45A.320 and, where applicable, KRS 45A.420, which permit a Kentucky public purchasing unit to participate in a purchasing agreement with another public purchasing unit or a "foreign purchasing activity" (an out-of-state public agency that would qualify as a Kentucky public purchasing unit if located here).

- Director of IT and Facilities (IT Director) – The individual responsible for NKADD's information technology, information security, and facilities operations.

- 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 (Director of Finance and Administration) – 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 $5,000 or more but less than $50,000 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 $50,000 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 $5,000 where a single pricing quote is required based upon proven and historical competitiveness.

- **Staff Member** – Any employee of the Northern Kentucky Area Development District.

- **State Procurement (Master Agreement Purchasing)** – Purchasing supplies, materials, or equipment under a Kentucky state agency Master Agreement established by the Finance and Administration Cabinet. Under KRS 45A.050(3), political subdivisions — including cities of all classes, counties, school districts, and special districts — may participate in these Master Agreements to the same extent as state agencies, provided the underlying Master Agreement was itself awarded by competitive bidding or negotiated under KRS 45A.045(9). The current Master Agreement list is maintained by the Kentucky Finance and Administration Cabinet.

- **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 of $5,000 or more must have the approval of the Executive Director.

- REQs for technology purchases and renewals, including computers and other hardware, software, software subscriptions, cloud or online services, and any device that will connect to the NKADD network, must also be approved by the Director of IT and Facilities

or their designee before the purchase or renewal is made.

- A REQ must include relevant details of 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 have 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 less than $5,000. 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 of $5,000 or more but less than $50,000. NKADD employees will obtain three (3) documented competitive pricing bids of any type (advertised, published, written, or verbal; verbal bids require a memorandum). Any purchase of $5,000 or more must have the approval of the Executive Director.

Sealed Bid Purchase Procedures

Sealed Bid Purchases are purchases estimated to have a total cost of $50,000 or more. 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 of $50,000 or more must have the approval of the NKADD Board of Directors.

- The bid process will be used in compliance with applicable Kentucky Revised Statutes and Kentucky Administrative Regulations, which include 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

State Procurement (Master Agreements)

Rather than conducting its own procurement process, NKADD may purchase supplies, materials,

or equipment under a Master Agreement established by the Commonwealth of Kentucky's Finance and Administration Cabinet, as authorized by KRS 45A.050(3). Purchases under this subsection follow the same approval thresholds as Section 3 generally: purchases of less than $5,000 require no additional Executive Director or Board approval beyond the standard REQ process; purchases of $5,000 or more but less than $50,000 require Executive Director approval; purchases of $50,000 or more require Board of Directors approval. For audit purposes, a copy of the Master Agreement, any background procurement information, the final "build" or price sheet agreed upon by the vendor and NKADD, receipt documentation confirming correct delivery, and payment information (date and check number) will be maintained in electronic or hard copy files.

Cooperative Purchasing

Rather than conducting its own procurement process, NKADD may purchase supplies, materials, services, or equipment through a cooperative purchasing contract established by another public purchasing unit or a national/regional purchasing cooperative (e.g., NCPA/OMNIA Partners, Sourcewell, TIPS-USA, BuyBoard), as authorized by KRS 45A.295 to 45A.320 and, where applicable, KRS 45A.420. Purchases under this subsection follow the same approval thresholds as Section 3 generally: purchases of less than $5,000 require no additional Executive Director or Board approval beyond the standard REQ process; purchases of $5,000 or more but less than $50,000 require Executive Director approval; purchases of $50,000 or more require Board of Directors approval. Before using a cooperative contract, the Purchasing Agent will confirm that:

- the underlying contract was competitively solicited and publicly awarded by the administering public agency or lead agency;
- the contract is current and unexpired at the time of purchase; and
- NKADD has executed, or will execute, any participation or registration agreement required by the administering cooperative.

For audit purposes, a copy of the cooperative contract or its award/eligibility documentation, NKADD's participation agreement (if applicable), the vendor quote or price sheet showing pricing consistent with the contract, receipt documentation, and payment information will be maintained in electronic or hard copy files in accordance with the NKADD Records Retention Schedule.

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. For a security incident reported to NKADD's cyber insurance provider, engagement of outside response services is also subject to the insurer consent requirements of the NKADD Information Security Policy.

- 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 less than $50,000 may be executed by the Executive Director. Contracts of $50,000 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 resulting from signed professional contracts.

Conflict of Interest

The NKADD shall not contract with any NKADD employee, or relative thereof, for the purchase of any product or professional service. “Relative” has the meaning given in the Definitions section of the NKADD Personnel Policies.

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. Contracts under which a vendor will host, store, or process NKADD Confidential Data in the vendor's systems, or will have access to NKADD systems, must be reviewed by the Director of IT and Facilities or their designee before execution, in accordance with the vendor security

requirements of the NKADD Information Security Policy. The Associate Director / Director responsible for the contract shall submit it for review. IT approval of a technology purchase under Purchase Requisitions satisfies this review. This requirement does not apply to subawards or program service agreements whose data protection terms are established by the funding agency.

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.

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

Regardless of the tracking thresholds above, technology devices that connect to NKADD systems or networks are also inventoried by IT for security purposes, as required by the NKADD Information Security Policy.

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 determined to be damaged, unusable, or outdated can be recycled or otherwise disposed of with approval from the Board of Directors upon advice from the Executive Director or his/her appointee.

Before any computer, mobile device, server, network device, copier, printer, or other equipment capable of storing data is transferred, sold, or otherwise disposed of under this section, the Director of IT and Facilities or their designee shall ensure that all NKADD data has been removed, or the storage media destroyed, in a manner that prevents recovery, as required by the NKADD Information Security Policy. This requirement also applies to leased equipment before it is returned to the lessor. IT shall document the data removal.

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 an as needed basis, upon proper approval. Employees are expected to use and return credit cards on the same business day. Removal of a credit card from the NKADD office 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 of $5,000 or more 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. Should such an account be determined to be necessary, it will be 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 these guidelines.
- 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 held out of state is limited to three Board members and one staff member, unless otherwise approved by the Board of Directors.

One of the attending Board members will be an officer, selected in the following order: Chair, First Vice Chair, Second Vice Chair, and Secretary/Treasurer. The other two Board members are selected by a process determined by the Board of Directors. This includes national association meetings such as those of the National Association of Regional Councils and the National Association of Development Organizations. Board member attendance at any other conference must be authorized by the Board of Directors.

The staff member will be the Executive Director or his/her appointee. If fewer than three Board members attend, the Executive Director may appoint one additional staff member.

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 expenditure 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 (Local) - 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. 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 is not reimbursable, 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.

Auto (out of area) - Should a team member need to drive their own vehicle to an out of area location for the purposes of meeting or training, mileage will be reimbursed at the state rate. Should a team member arrive at an out of area location through air travel or riding with someone else and then be in need of ground transportation, use of taxi or ride share platforms such as Uber or Lyft will be reimbursed if a receipt is provided. In the case of app-based transportation platforms, a screenshot from the app will qualify as a receipt as long as it shows a legitimate logo, origin and destination information and price.

Air - Should an NKADD team member be required to travel for a meeting or training conference outside a 300-mile area, air travel may be a cost-effective option. Should air travel be necessary, coach class for commercial airline travel is required. Checking one bag will be allowed, if desired. 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.

Reimbursement – Employees and Board Members

The following provisions apply to NKADD employees and members of the Board of Directors traveling on NKADD business.

Kentucky Travel Regulations – Reimbursement rates for mileage, meals, and lodging follow the Kentucky travel regulations and the rates published by the Finance and Administration Cabinet, Office of the Controller, at State Employee Travel, unless these regulations state otherwise. This includes the current mileage rate, meal reimbursement rates and eligible meal times, and high-rate localities.

Travelers Covered – Reimbursement is provided only for NKADD employees and Board members. NKADD will not pay or reimburse expenses for family members or other individuals traveling with them.

Personal Travel – When a business trip is extended for personal reasons, only expenses for the business portion are reimbursable. If the added personal days do not increase overall travel costs, such as airfare, standard travel rates apply. Extra costs caused by the extension, such as additional hotel nights or rental car days, are the traveler's responsibility.

Self-Entertainment and Alcoholic Beverages – Reimbursement will not be made for self-entertainment or alcoholic beverages.

Meals (Per Diem) – Meals are reimbursed on a per diem basis at the rates published by the Commonwealth, including high-rate localities.

- Meals are reimbursable when authorized travel requires an overnight stay and the traveler is in travel status during the meal times established by the Commonwealth.
- Gratuities are included in the per diem.
- When meals are provided at no cost or included in a registration fee, the per diem is reduced for each meal provided.

- Documentation of the event (agenda, registration form, etc.) showing any meals provided, along with the hotel receipt, must be attached to the travel form.
- A per diem advance may be requested on the appropriate form, submitted to the Finance Department by the end of the month before the event. Within 5 business days of returning, the traveler must sign the verification on the form and attach documentation.
- A traveler who receives an advance and does not attend the event must repay the full advance within 5 business days.

Lodging – NKADD reimburses lodging at reasonable single-occupancy or standard business room rates. NKADD will make its best effort to find the most cost-effective option within reasonable distance of the destination. Travelers must request the government rate where available, present NKADD's nonprofit tax exemption form, and book the lowest-cost reasonable rate. When the hotel is the conference site, reimbursement is limited to the conference rate or the rate of an overflow hotel.

Employee Reimbursement Submission

Company Mileage – Employees submit travel and mileage reimbursement requests through Company Mileage (see Appendix 2 – Logging Trips in Company Mileage). Requests must be submitted within 60 days of the expense and in the same fiscal year the expense occurred. June expenses must be submitted by June 30.

Departure and Arrival Times – Departure and arrival times are recorded on the travel form, based on the time zone in which the employee reports to work.

Board Member Travel

Conference Attendance – Board member attendance at conferences is governed by Section 7 – Board Attended Conferences.

Travel to Board Meetings – Travel from a Board member's residence to an official function or meeting of the Board is reimbursable.

Cancellations – Board members traveling on behalf of NKADD must give 48 hours' notice of cancellation for travel, hotel reservations, and registration.

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, not to exceed the per-page cost under NKADD's copier lease agreement (see Section 17).

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. (Title 2, subtitle A, Chapter II, Part 200 Subpart D 200.307). NKADD will ensure that all awards follow the relevant laws and regulations associated with each funding source related to program income.

General. The recipient or subrecipient is encouraged to earn income to defray program costs when appropriate. Program income must be used for the original purpose of the Federal award. Program income earned during the period of performance may only be used for costs incurred during the period of performance or allowable closeout costs. See § 200.472(b). Program income must be expended prior to requesting additional Federal funds. Program income exceeding amounts specified in the Federal award may be added to or deducted from the total allowable costs in accordance with the terms and conditions of the Federal award.

(b) *Use of program income.* There are three methods of applying program income: deduction; addition; and cost-sharing. The Federal agency should specify what program income method(s) will be used in the terms and conditions of the Federal award. The deduction method will be used if the Federal agency does not specify a method for applying program income. When no program income method is specified in the Federal award, prior approval is required to use the addition or cost sharing methods. However, the addition method will be used when no method is specified for awards made to institutions of higher education (IHE) and nonprofit research institutions. In specifying alternatives to the deduction and addition methods, the Federal agency may distinguish between income earned by the recipient and income earned by subrecipients as well as between the sources, kinds, or amounts of income.

(1) *Deduction.* Program income is deducted from the total allowable costs, reducing the overall total amount of the Federal award.

(2) *Addition.* Program income is added to the total allowable costs, increasing the overall total amount of the Federal award.

(3) *Cost sharing.* Program income is used to meet the Federal award's cost sharing requirement.

(c) *Income after the period of performance.* There are no requirements governing the disposition of program income earned after the end of the period of performance of the Federal award unless stipulated in the Federal agency regulations or the terms and conditions of the Federal award. The Federal agency may negotiate agreements with recipients regarding appropriate uses of income earned after the end of the period of performance as part of the closeout process. See § 200.344.

(d) *Cost of generating program income.* If authorized by Federal regulations or the Federal

award, costs incidental to generating program income may be deducted from gross income to determine program income, provided these costs have not been charged to the Federal award.

(e) ***Not considered program income.*** The following are not considered program income unless specified in Federal statutes, regulations, or the terms and conditions of the Federal award:

(1) ***Governmental revenues.*** Taxes, special assessments, levies, fines, and similar revenues the recipient or subrecipient raised.

(2) ***Property.*** Proceeds from the sale of real property, equipment, or supplies. The proceeds must be handled in accordance with the requirements of the Property Standards of §§ 200.311, 200.313, 200.314, or as explicitly identified in Federal statutes, regulations, or the terms and conditions of the Federal award.

(3) ***License fees and royalties.*** License fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under the Federal award subject to 37 CFR part 401.

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 Toebben 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.
- 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 any 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 or 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.
- Internet access, if provided, is limited to NKADD's guest wireless network. Groups may not connect personal or organizational devices to NKADD's network, computers, or other equipment, except for audiovisual connections provided by NKADD staff and the use of removable media with a presentation computer designated by NKADD for guest use.
- 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 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 $1,000,000 or more in federal awards annually, the NKADD is required to have a single audit performed annually by a third-party accounting firm. The NKADD will procure the auditor, making clear the objectives and scope of the audit. The NKADD 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 NKADD 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 Chapter 6 (Professional Development) of the NKADD Personnel Policies 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 Human Resources for review. Employees shall not provide any employment references for a current or former NKADD employee without obtaining prior authorization from Human Resources or the Executive Director.

Section 16 – Records

NKADD records are retained and disposed of in accordance with the Kentucky Department for Libraries and Archives (KDLA) Local Government General Records Retention Schedule and Area Development District Records Retention Schedule (together, the "NKADD Records Retention Schedule"), or for any longer period required by law, grant, or contract.

Grant Reconciliation of Salary and Time Worked

Each employee, regardless of Exempt or Non-Exempt status, is required to keep a record of working hours during each payroll period for grant reconciliation purposes. This is done by completing 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 Human Resources, or another 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, providing assistance and information upon request regarding the records of the agency, and preventing excessive disruption to the NKADD's essential functions. The Executive Director may designate another employee to carry out the duties of official custodian.

The official custodian may direct the Director of IT and Facilities to search NKADD electronic systems, including email and document storage, for records responsive to a request.

The official custodian may be contacted at 22 Spiral Drive, Florence, KY 41042, which is also the principal office of the NKADD, by email at info@nkadd.org, or by phone at 859.283.1885. NKADD's regular office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding NKADD holidays.

All public records of the NKADD are open for full access and inspection by any resident of the Commonwealth, as defined in KRS 61.870(10), 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 resident of the Commonwealth has the right to inspect public records. The official custodian may require a written request, signed by the applicant, with the applicant's name printed legibly, describing the records to be inspected, and stating the manner in which the applicant is a resident of the Commonwealth. The written request may be hand delivered, mailed, sent by facsimile, or emailed to the official custodian at the email address above. NKADD will not require the use of any particular form but will accept any request submitted on the standardized form developed by the Attorney General under KRS 61.876(4).

A resident of the Commonwealth 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. NKADD may charge a fee for copies, not to exceed the per-page cost under NKADD's copier lease agreement, as established under Section 9. Any fee in effect will be posted with this policy.

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, the official custodian's mailing address, email address, and phone number, any copy fee in effect, and the Attorney General's standardized request form will be displayed in a prominent location accessible to the public, including on the NKADD website.

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 will be final.

Where these regulations and the NKADD Information Security Policy address the same matter, both shall be followed. These regulations govern financial authority, approval thresholds, and purchasing procedures; the Information Security Policy governs information security requirements. Where the two cannot be reconciled, the Executive Director shall determine which requirement applies until the Board of Directors resolves the conflict. Where these regulations and the NKADD Personnel Policies address the same matter, both shall be followed, as provided in Chapter 1, Section 11 of the Personnel Policies.

Section 19 – Effective Date

These regulations shall become effective October 22, 2026, 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 October 22, 2026, by the Board of Directors of the Northern Kentucky Area Development District.

Approved by: Robb W Adams
Robb W Adams (Nov 3, 2026 10:46:22 EST)
Title: Chair

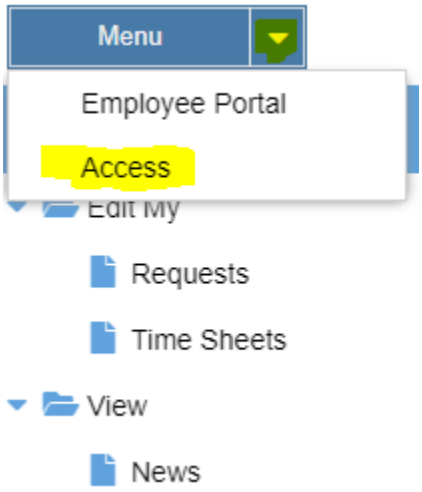
Approved by: J.Ryan Morris
J.Ryan Morris (Oct 22, 2026 16:01:44 EDT)
Title: First Vice Chair

Appendix 1 – Pending Purchase Requisitions

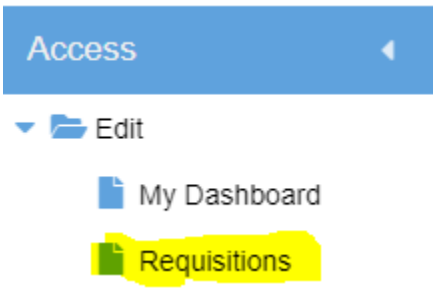
Credit Card Purchases, Board Approvals, Tentative Quotes, any purchase without a finalized amount.

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

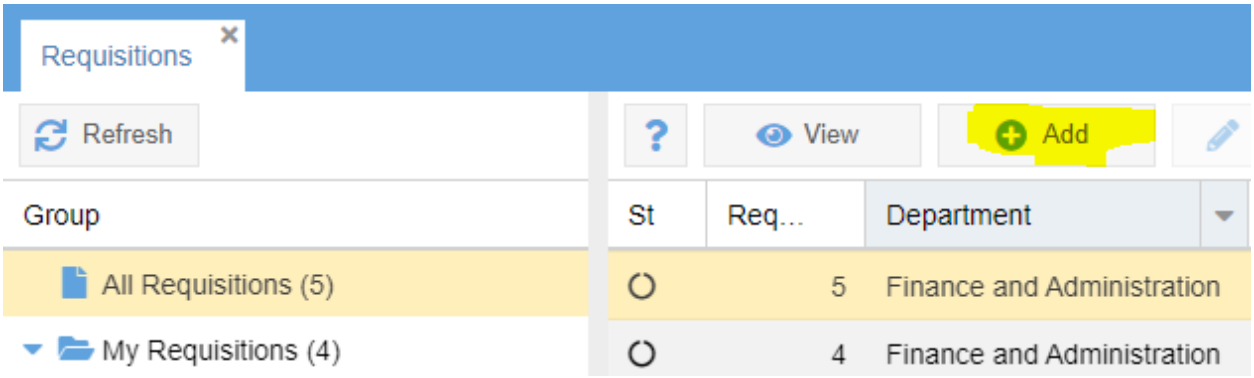
2. Click the Menu Dropdown button and choose Access



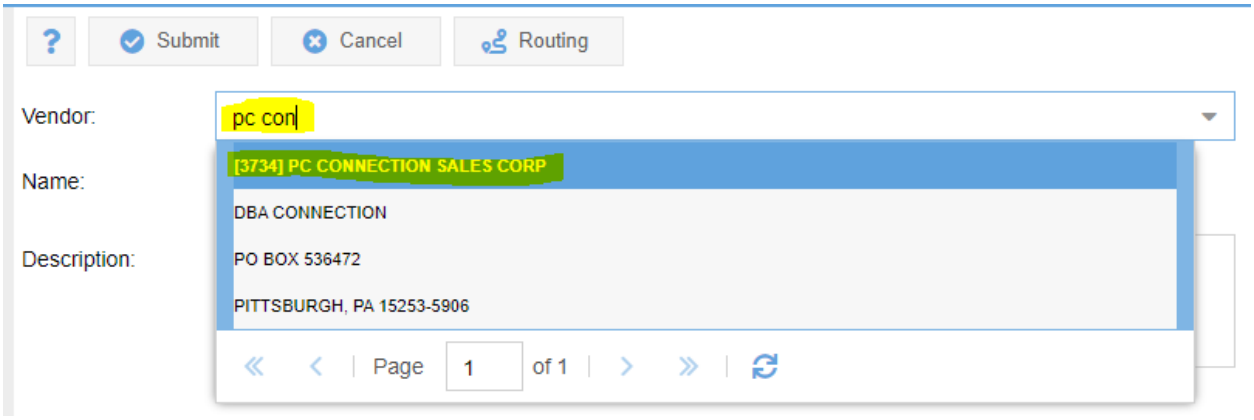
3. Choose Requisitions



4. Click the ADD Button

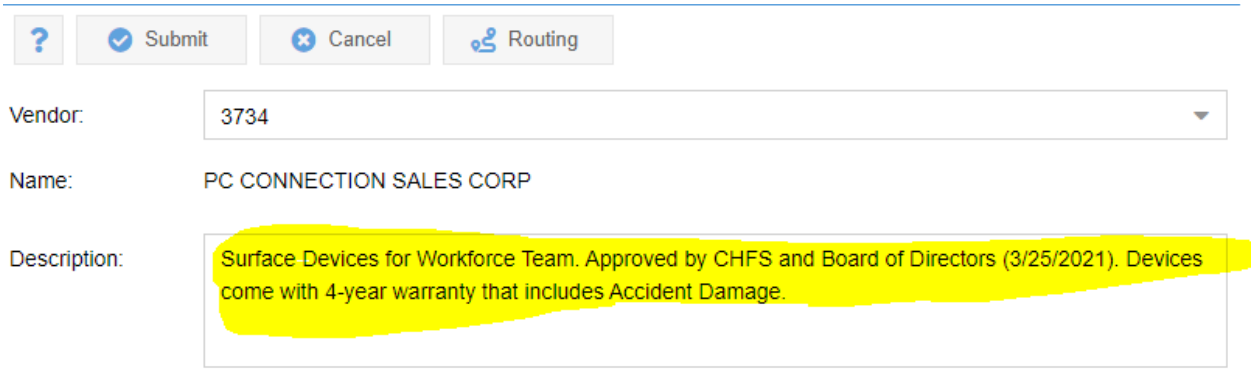


5. Search for your Vendor in the Vendor Field. As you type, a potential match will show up. When you find the Vendor, select it.

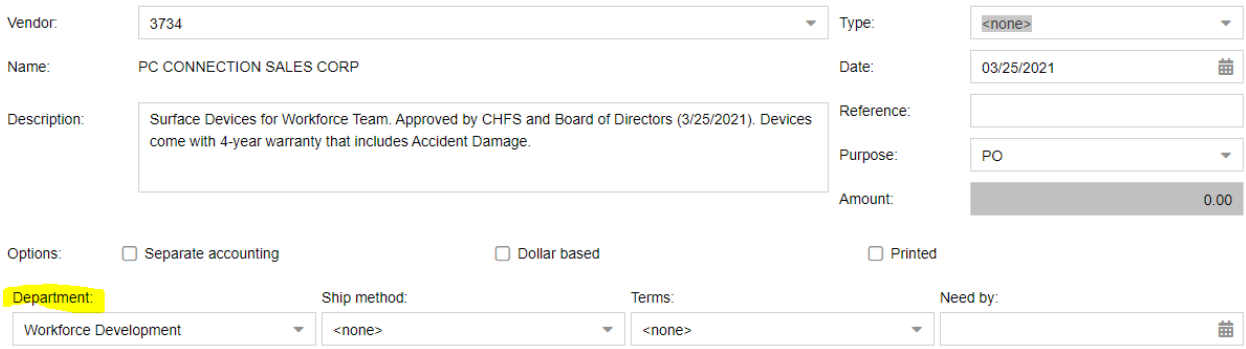


a. When using a Credit Card, please type/search for **Stockyards Bank & Trust**.

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

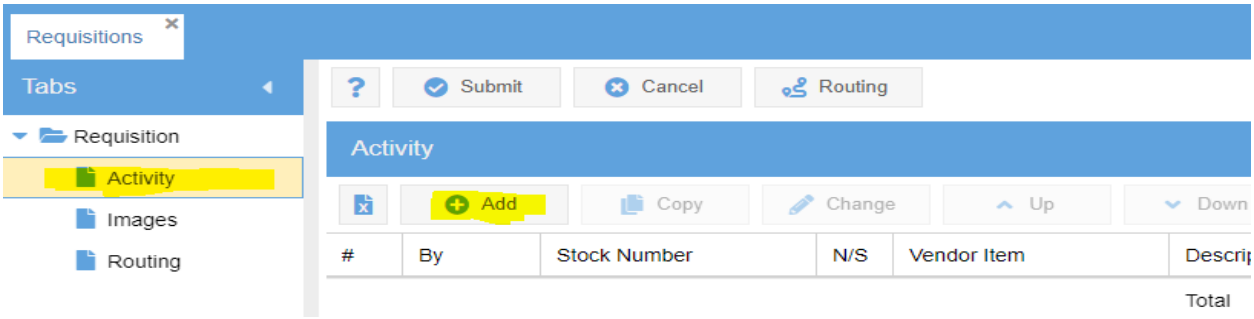


For Department: Please select the Department you are making the purchase for.



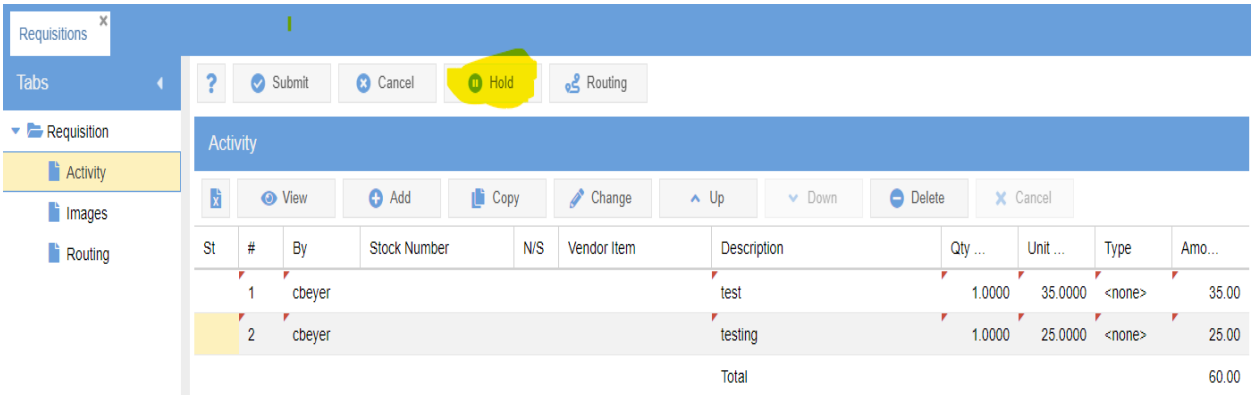
7. Click on the Activity tab. For each line item, you must enter an Activity.

8. Click Add

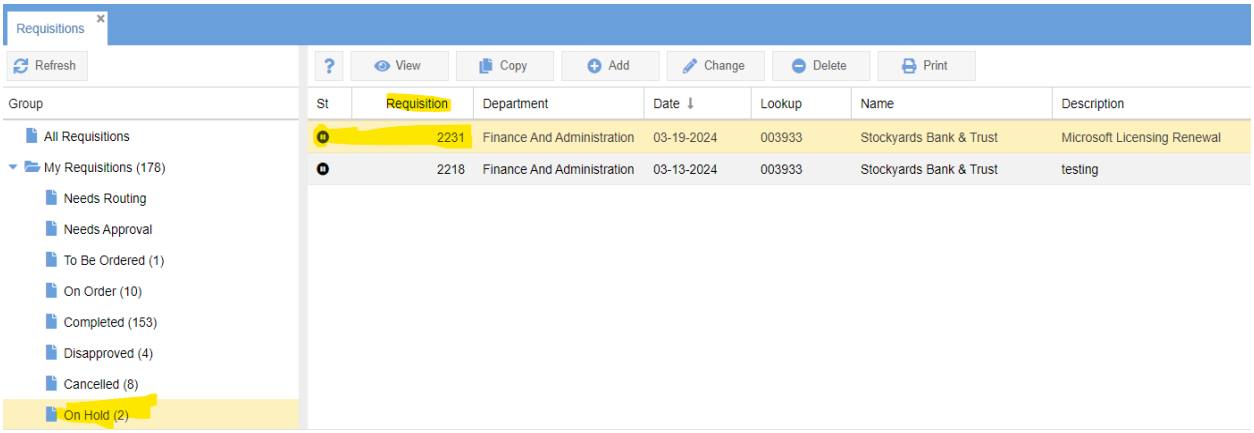


9. Enter your Activity/Item, estimate cost and itemize as best you can
    a. For example, add each line of your quote; add any Board asks; estimate retail purchases, etc.

10. Put requisition On Hold (screen shot)



11. Get Requisition Number from AccuFund (screen shot)



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

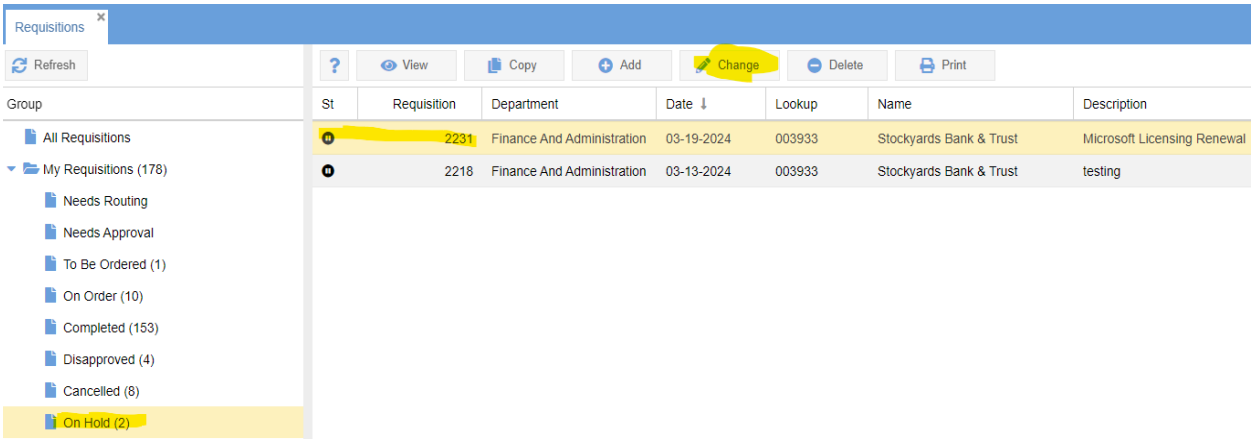
    a. For technology purchases or renewals (see Section 3, Purchase Requisitions), also get approval from the Director of IT and Facilities or their designee before checking out the credit card.

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**.

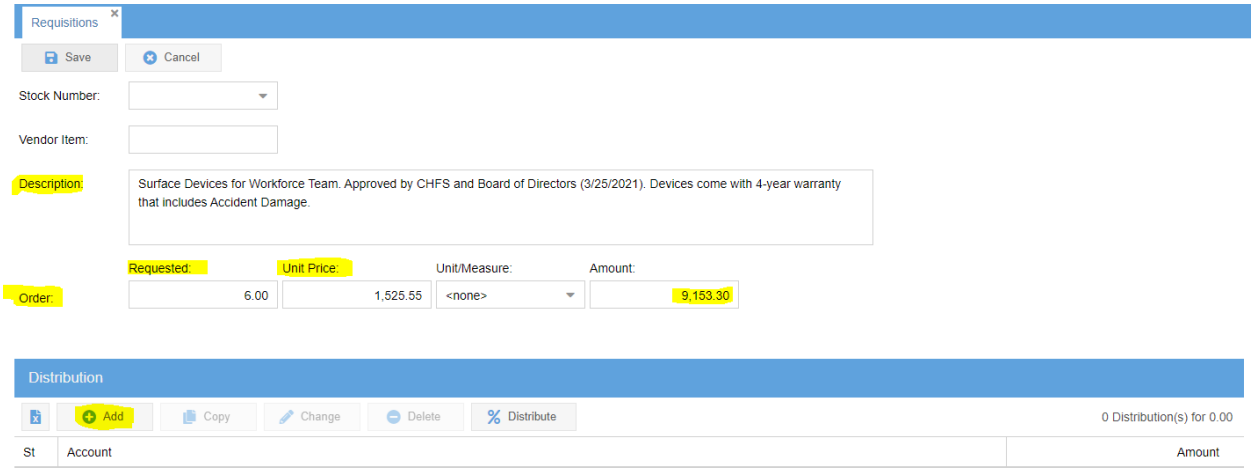
15. Upload, scan, or obtain a digital receipt/quote/invoice (PDF, Word, etc.) and return to your Requisition in AccuFund.

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

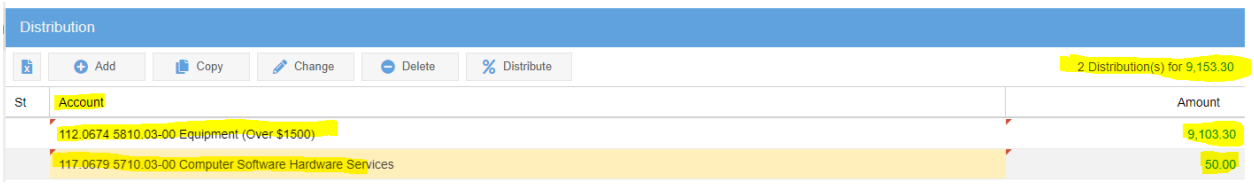


17. Use your receipt, quote or invoice to finish filling out the Requisition. Edit the Activity items with any updated pricing or descriptions.

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.

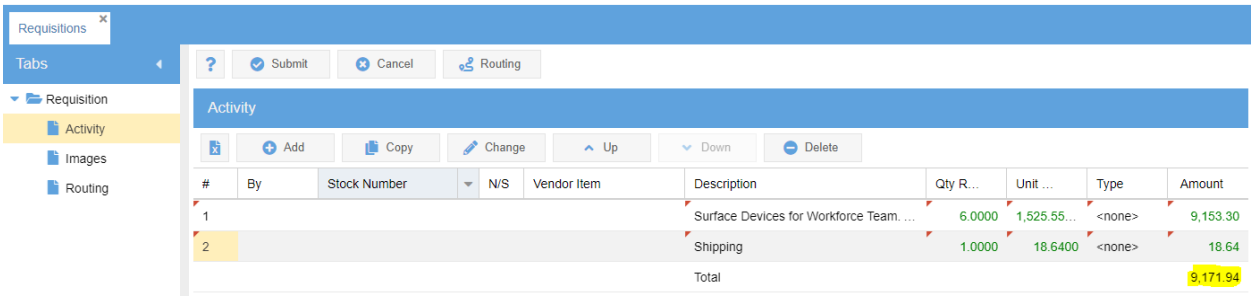


19. Under the Accounting Distribution section, click the Add button.
    You will be able to edit your WEO/Grant code along with the Accounting Code under the Account field. You will need to know your WEO information. Your Associate Director should have this information.
    Click Save

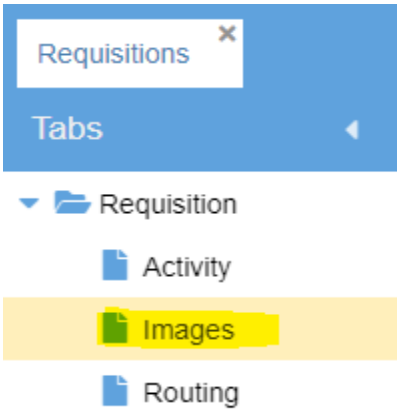


20. If you have multiple items in your quote or on your receipt, please repeat steps 17 – 19.

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.).

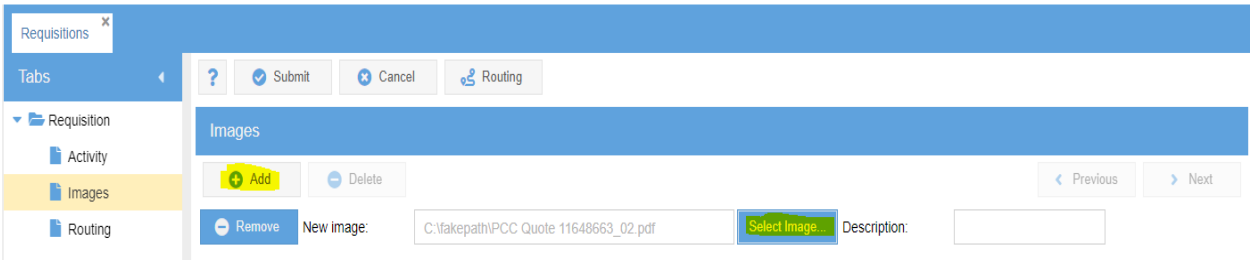


22. Click on the Images tab to upload your receipts, invoices, quotes, etc. Yes, these items need to be in electronic form. Please use the Mail Room Copier to scan in your receipts. If a vendor emailed you a quote or invoice, please use that document and upload it here

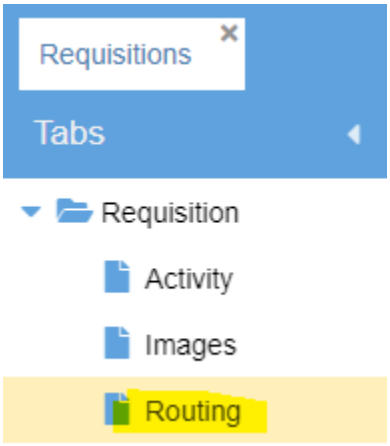


a. Click ADD and then Select Image. You can provide a description if you would like.

b. After the receipt, invoice, quote, etc., has been uploaded, confirm the image is complete and legible (all edges, dates, and totals visible). Then **shred the physical receipt or place it in a secure shredding bin.**



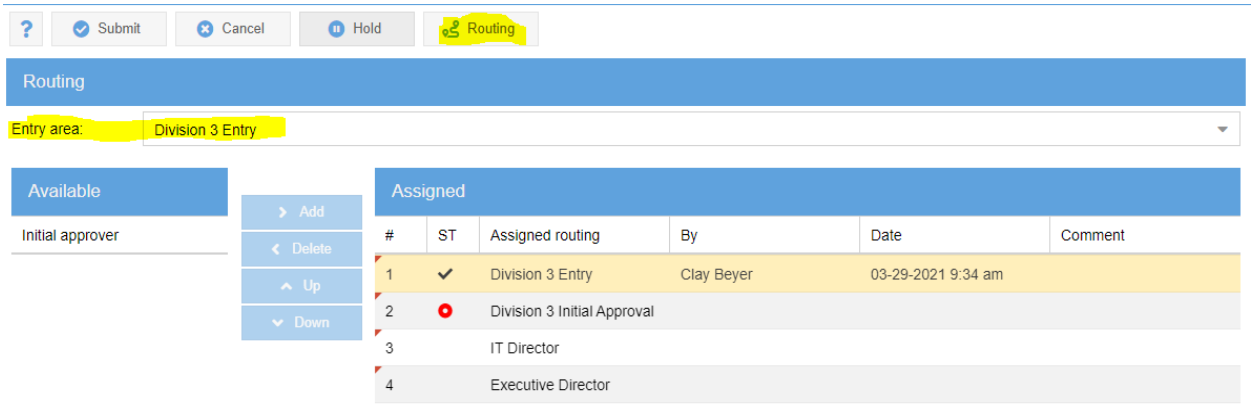
23. Click the Routing tab



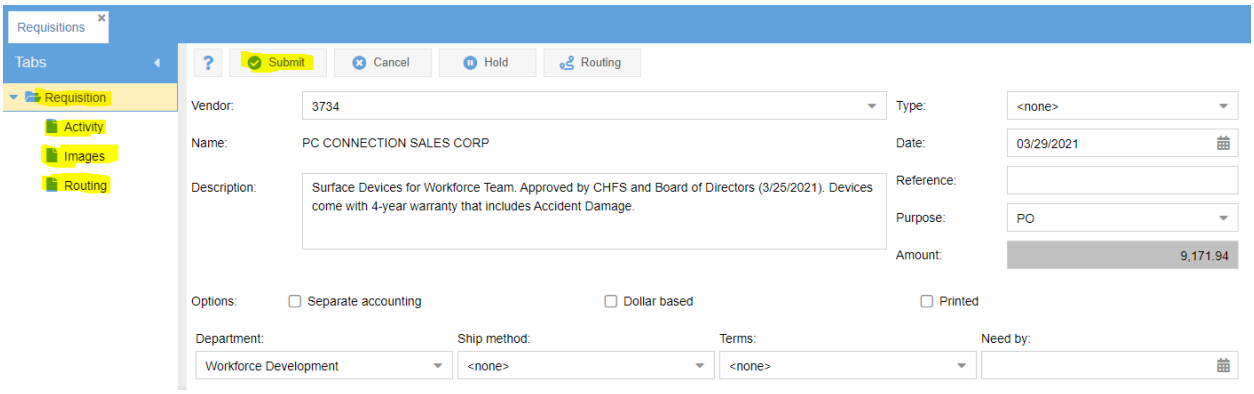
24. Under Entry Area, select the Division you are creating the Requisition for and then click the Routing Button (next to the Hold button). The Routing will repopulate with the correct route this request will take for approval.

    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).



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.



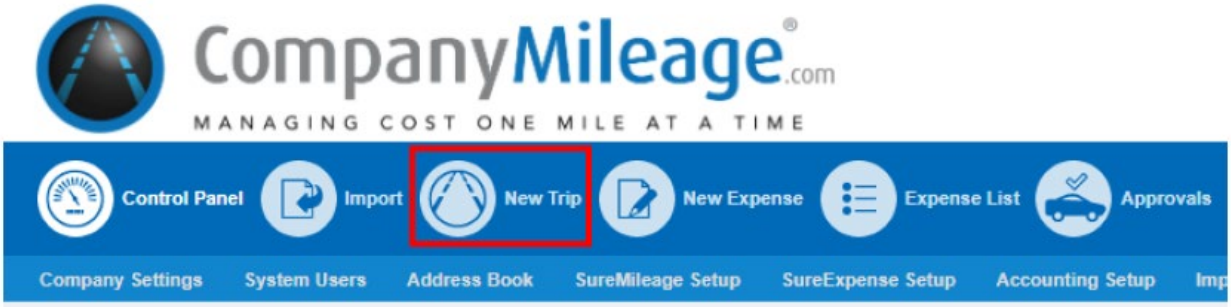
Upon Submission, your request will travel through the routing tree. The status of your requisition could be any of the following:

- 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 Section 3, Purchasing, of these Administrative 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"

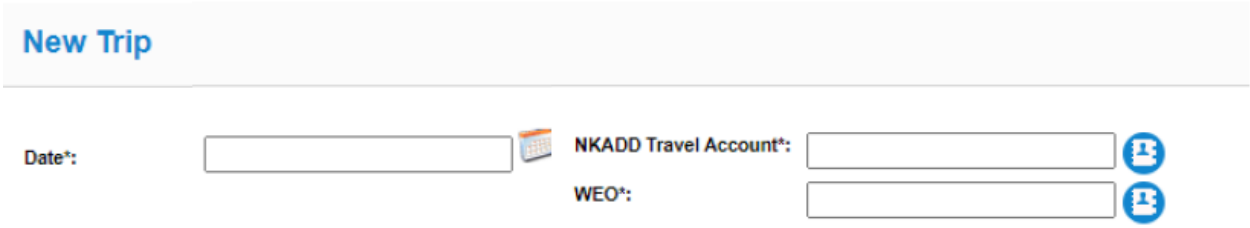


2. Start by filling out the **date, NKADD Travel Account,** and **WEO** fields

   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.

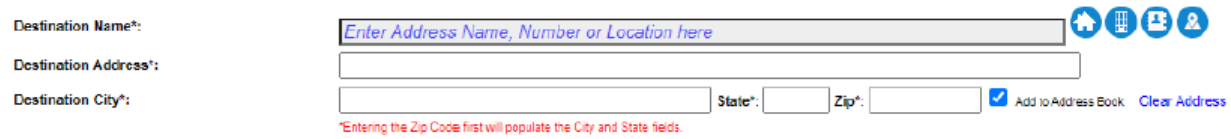
   a. You can quickly fill in your home address by clicking the house button.
   b. You can quickly fill in the office address by clicking the building button.
   c. You can access your personal address book by clicking on this button.

      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.

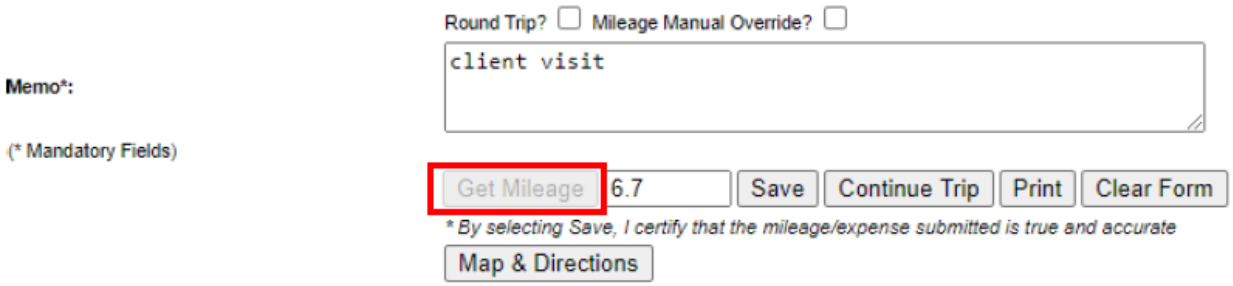


4. The Destination Address section is the same as the previous step.

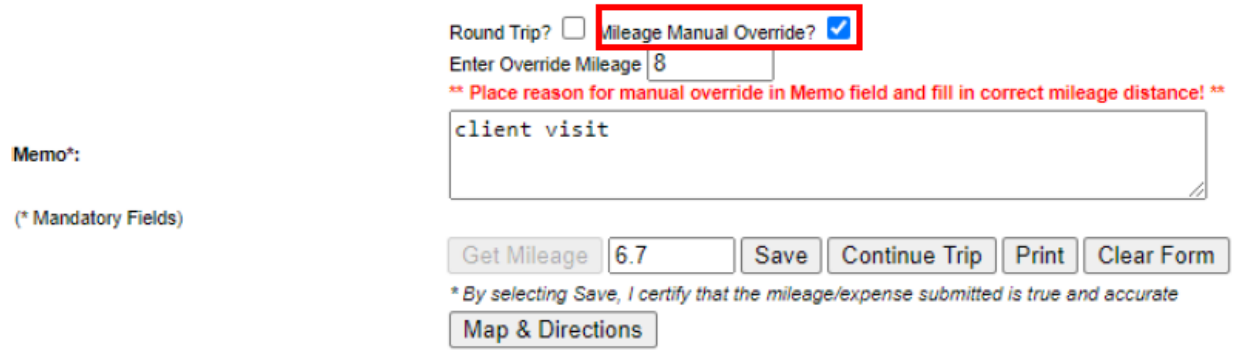


5. The memo field is mandatory, all you need to specify is the purpose of the trip. After that, click "get mileage" and your total mileage will be automatically calculated.
    a. If this is a round trip entry, click the checkbox and it will automatically calculate mileage for there and back.

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

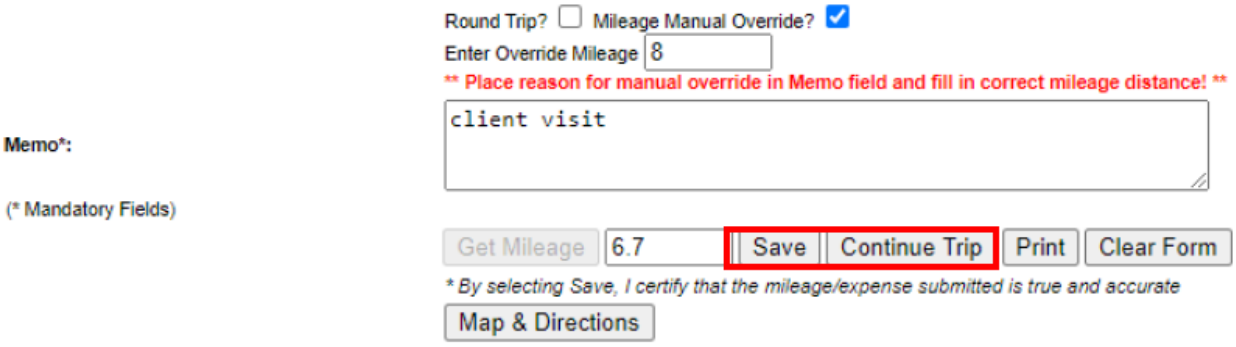


6. If your route deviated from the calculated mileage, check "Mileage Manual Override" and enter your actual mileage in the box that appears. Please specify the reason in the memo box.



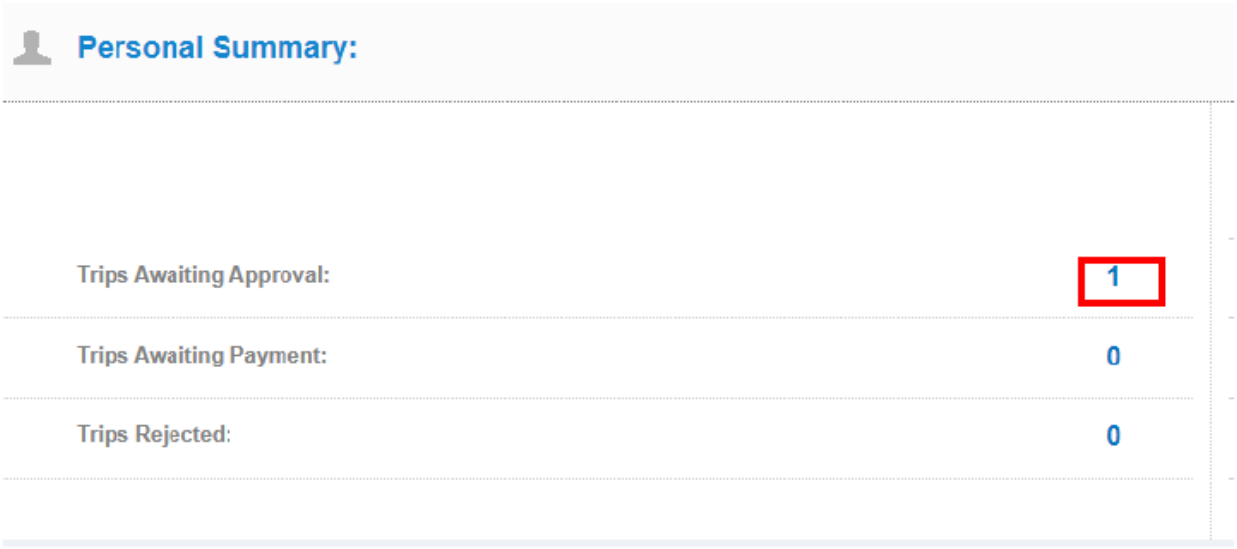
7. If you are done with this entry, click "Save" and the trip will be sent to your supervisor for approval.

    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.

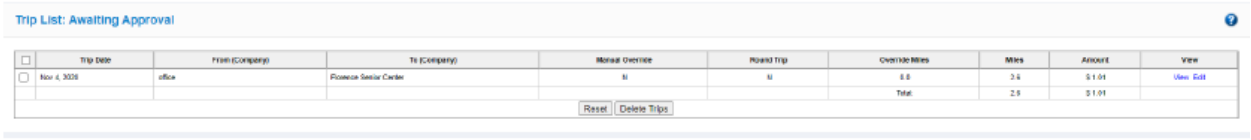


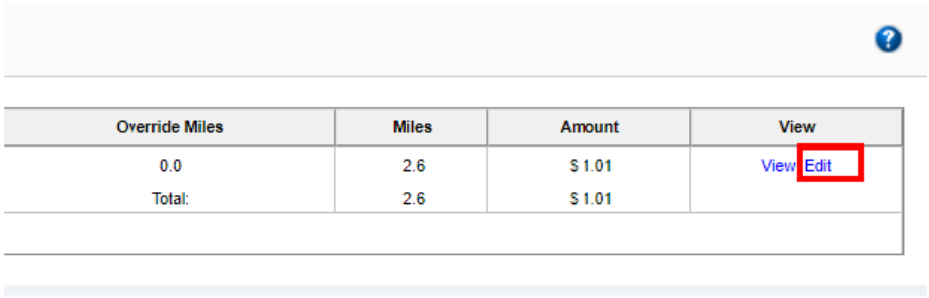
Editing Trips in Company Mileage

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

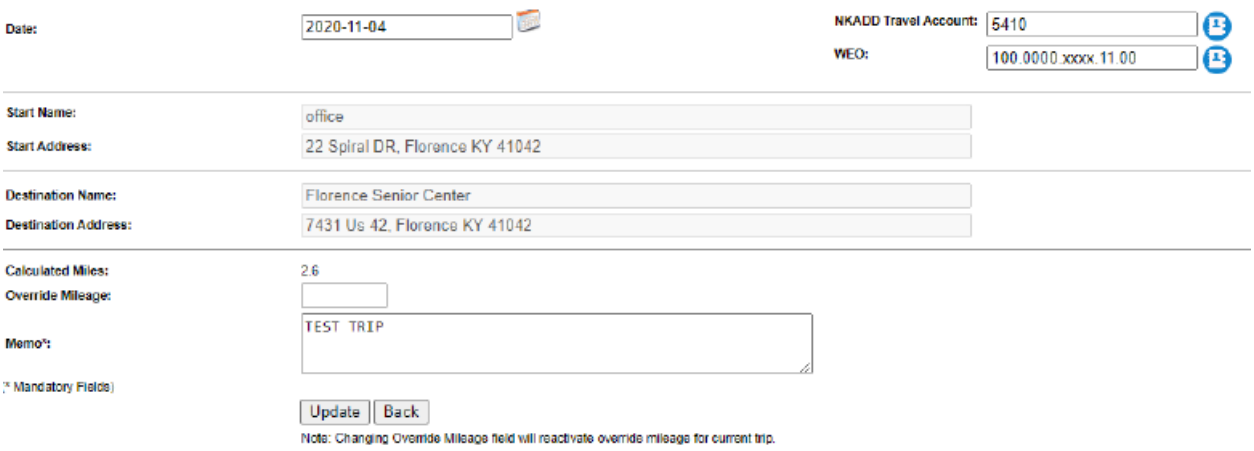


9. Here you will see all your trips waiting for approval. You can edit one from the button on the far right.





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



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

