



TRAVEL AND EXPENSE REIMBURSEMENT POLICY FOR CONTRACTORS

The purpose of this Travel and Expense Reimbursement Policy for Contractors (the “Policy”) is to provide written policies and procedures for contracted staff that define acceptable and reimbursable travel-related expenses, to support the productivity and safety of those traveling, to ensure compliance with external and internal requirements, and to confirm WPS resources are used properly.

It is WPS policy to reimburse for reasonable and necessary business expenses when travel is needed for a Contractor to be on site at a WPS location in order to fulfill the agreed-upon requirements and deliverables. Travel expenses shall not exceed 10% of the total fees for services unless agreed upon in writing. Reimbursement for travel expenses will only be provided after the travel has occurred.

Definitions

“Vendor” means a business entity with which WPS has a contractual relationship.

“Contractor” means an employee, officer, member or partner of a Vendor.

Expense Reporting

It is the responsibility of the Contractor to prepare and submit to the Vendor, on a timely basis, an accurate expense report, with supporting documentation, which adheres to this Policy. After approval by the Vendor, these expenses should be submitted on an invoice to WPS for payment.

1. Invoices shall be sent to AccountsPayable@wpsic.com and must include a **valid WPS Purchase Order number**. The preferred invoice format is PDF.
2. Detailed receipts are required for all reimbursable expenses. For miscellaneous expenses where receipts are not available, provide either documentation of pre-approval, or a brief explanation linking the expense to the business purpose. Additional supporting documents may be requested.
3. For mileage reimbursement, a mapping service (e.g., Google Maps) calculation is acceptable documentation.

Contractor Requirements

Contractors are required to:

1. Be good stewards and manage expenses in a prudent manner.
2. Report all expenses promptly and accurately with the required documentation.
3. Check for accuracy before paying or accepting bills or statements.
4. Report only expenses that are for official travel, which begins at the time a Contractor leaves the authorized departure point, usually home or office, at the beginning of an official trip and ends at the conclusion of the trip.
5. Travel by a usually traveled route and by the most expeditious means of travel possible. Any expenses for travel on an indirect route taken for personal reasons are not reimbursable. Common carriers are generally the least costly and most expeditious and should be used whenever possible.
6. Comply with all state motor vehicle regulations. WPS will not reimburse for traffic tickets or other fines.

Air Travel

1. Air travel should be made using the most cost-effective airline that fits the necessary travel plans.

2. Early booking is encouraged to take advantage of cost-effective rates.
3. Reimbursement for air fare will be limited to the lowest cost coach/economy fare available at the time of travel. Additional charges, upgrades, or air fare above the coach/economy rate require prior approval.
4. Reasonable and necessary baggage fees, appropriate to the purpose and duration of the trip, will be reimbursed.

Lodging

WPS will reimburse hotel accommodations at no more than the federal per diem rate for the locality (see [GSA Per Diem Rates](#)) A list of frequently used hotels/motels where WPS has reduced rates is available upon request.

WPS will not reimburse for “no show” billing. Contractor should retain the cancellation number.

Meals and Incidental Expenses

WPS will reimburse meals and incidental expenses at the federal per diem rate for the locality (see [GSA Per Diem Rates](#)). On the first and last day of travel, the per diem rates will be prorated to 75% of a full meals and incidental expenses per diem.

Car Rental

1. Reimbursement for car rental will be limited to an economy through full size car at the time of travel. Reimbursement for luxury car will be determined on a case-by-case basis, generally if the luxury car is cost comparable to a lesser class car.
2. A one-way drop charge should not be incurred unless it is the least expensive alternative.
3. Contractor should fill up the gas tank before returning the car to avoid a costly gasoline surcharge. Extenuating circumstances must be documented for a surcharge to be reimbursed.
4. Any unneeded car rental reservation must be cancelled in a timely manner. Unused reservation charges are not reimbursable without appropriate business justification.

Personal Vehicle Usage

Mileage reimbursement for use of personal vehicles will be at the standard mileage rate allowed by the [GSA Privately owned vehicle \(POV\) mileage reimbursement rates](#). No other charges for personal vehicle use are billable to WPS.

Other

1. Reasonable charges for parking will be reimbursed. Attach a receipt or explanation for expense.
2. Toll charges will be reimbursed.
3. Bus and taxi fares will be reimbursable when accompanied by explanation of need.
4. Expenses not reimbursable:
 - a. Personal items, such as medications, toiletries, luggage, clothes, childcare, etc.
 - b. Personal entertainment
5. Travel time is not considered an expense. As such, Contractors will not be paid for time spent traveling.

Exceptions

While this Policy provides basic details, it does not cover every possible travel expenditure or circumstance. If there are questions on whether an expense would be considered a business expense or would be reimbursable, this should be clarified prior to incurring the expense, if possible.