

<p><b>SOPP #</b> DOF-TRVSJ-2022-01</p>	<p><b>Prepared By:</b> Financial Reporting &amp; Accounting Operations</p>
<p><b>Effective Date:</b></p>	<p><b>Approved By:</b> Commissioner of Finance</p>
<p><b>Title</b></p>	<p><b>Travel Reimbursement Policy / St. John Residents commuting to St. Thomas</b></p>
<p><b>Purpose</b></p>	<p>In conjunction with Executive Order No. 524-2022 (Section 3), the Department of Finance (DOF) has established a travel/reimbursement policy for GVI Employees residing on the island of St. John whose primary station is on St. Thomas. The Policy ensures that Ferry Boat Commuting Expenses incurred will be reimbursed.</p>
<p><b>Policy</b></p>	<ol style="list-style-type: none"> <li>1. <b>Cost:</b> GVI Employees (St. John district commuting to St. Thomas)             <ol style="list-style-type: none"> <li>a. Ferry Boat Ticket Allotment: Commuter Book (20 tickets) per any two-week period.</li> <li>b. Ferry Boat Ticket Cost: \$70 biweekly. Note: Subject to change per PSC approval.</li> </ol> </li> <li>2. <b>Purchase:</b> GVI employees must purchase their ferry boat tickets (ticket book) from a valid and licensed ferry Boat company providing travel to and from St. John- St. Thomas weekly.</li> <li>3. <b>Reimbursement:</b> GVI Employees residing on the island of St. John and commuting to St. Thomas shall be reimbursed for the cost of commuting via ferry boat transportation.</li> <li>4. <b>Receipt:</b> A Travel Policy Expense Form must be completed. A valid receipt totaling the number of tickets purchased shall be attached to the Travel Policy form submitted to the Fiscal Office, facilitating the reimbursement process. The receipt must show the employee’s name.             <ol style="list-style-type: none"> <li>A. The payment (Travel Policy Form / Travel Receipt) must be entered into the ERP system under the Object Code / 536000 / Transportation Not Travel Description.</li> </ol> </li> <li>5. Reimbursement requests shall be submitted not later than 30 days after purchase.             <ol style="list-style-type: none"> <li>a. Reimbursement will be reimbursed via ACH through the AP module. (ACH Form must be completed and submitted before the reimbursement process begins) Please see the Vendor ACH Payment form on <a href="http://dof.vi.gov/forms-and-policies">dof.vi.gov/forms-and-policies</a>.</li> </ol> </li> </ol>

	<p>6. Any GVI employee in a Union Agreement with the Government of the Virgin Islands will not be affected by the Travel Reimbursement Policy and cannot submit requests for reimbursement of commuter travel.</p> <p>7. Affidavit of Lost Receipts will not be accepted / No exceptions.</p> <p>8. Please see Executive Order No. 524-2022 (Section 1) regarding the overnight stay.</p> <p>9. For All inquiries regarding the payment timeline or any additional questions or concerns regarding the reimbursement process, please see your department's fiscal personnel. The Fiscal Office will then contact the Department with any inquiries if needed.</p>
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Revision#	Date	Description of changes	Requested By
	11/4/2022	Initial Release	JM
	11/4/2022	Review	ES
	12/27/2022	Reviewed Updated Procedures	BB
	1/4/2023	Final Review	BB