



Person County Government STANDARD PROCEDURE

SUBJECT: Travel Policy	Effective Date: 9.26.11
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Approved by: <i>Hirsi York</i>	# of Pages: 5

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1.0 Introduction

1.1 Purpose

Person County recognizes travel is necessary for many of its employees and elected officials in conducting County business. Therefore, the County has established the following guidelines to assist employees and elected officials in receiving reimbursement for their allowable expenses pertaining to official travel and subsistence.

1.2 Applicability

All employees and elected officials of Person County Government are subject to this policy.

1.3 Employee Responsibility

An employee or elected official traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, luxury accommodations and services unnecessary or unjustified in the performance of official business are prohibited. Employees and elected officials will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Willful violations of this policy may result in disciplinary action up to and including possible dismissal.

2.0 Eligible Expenses

2.1 General

An expense is eligible for reimbursement if it was incurred during the employee's discharge of his/her official County business and is reasonable.

2.2 Reimbursable Expenses

1. *Reasonable costs of meals and tips.* Meals are reimbursable if the employee or official is outside the County during normal meal hours or conducting an official meeting inside the County during normal meal hours.
2. *Mileage to and from conferences, meetings, etc. and other transportation costs as required* Employees have the option of being reimbursed at the current mileage rate for use of personally owned vehicles or to use county vehicles when available. When two (2) or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of transportation including County-owned or privately-owned vehicles. Travel with representatives of other government units is encouraged whenever possible.
3. Officials authorized to use County credit cards may elect to use them instead of reimbursement; all receipts for expenditures must be submitted to the County in order for the expenditures to be approved.
4. *Out-of-state travel.* All out-of-state travel must be approved in advance by the County Manager. The request for out-of-state travel must include the location of the proposed travel, length of travel, total approximate costs to the County and reason for the travel.

5. *Overnight accommodations.* The costs of overnight hotel or motel accommodations will be paid upon approval by a Department Director unless the distance traveled each way is less than 60 miles. For distances less than 60 miles each way, pre-approval by the County Manager is required. In this situation, the employee must complete the Overnight Travel Request Form (Exhibit 1), submit it to the Department Director for approval, and then forward it to the County Manager. If approved by the County Manager, the original form will be returned to the employee and copied to Finance. Eligible expenses include the lodging charge and tax only and should be based on the single overnight rate.
6. *Documentation.* As recommended by our external auditors, documentation of the conference, meeting or other educational opportunity must be attached to the Travel Expense Reimbursement Form (Exhibit 2). Conference registration forms and agendas provide the best documentation.
7. *Parking tolls and fees.* Parking tolls and fees while at the business site will be reimbursed based on actual charges.

2.3 Non-reimbursable Expenses

1. Any miscellaneous expense not supported by a receipt
2. Meals included in registration
3. Travel to and from home to work site (IRS considers this type of travel to be commuting)
4. Travel to and from work site to work site (considered part of your job duties)
5. Travel to and from bank for making County bank deposit
6. Travel between conference site and recreational side trips
7. Souvenirs from the trip
8. Items purchased to be used as door prizes or raffle items
9. Non-employee expense or family members
10. Alcoholic beverages, snacks, tobacco products, clothing, medicine, personal care items, personal telephone calls
11. Movie rental
12. Any traffic fines or parking tickets

All costs incurred for any ineligible expenses listed above shall be paid to the County by the employee or elected official prior to the County issuing any payment.

Note: These lists of reimbursable and non-reimbursable expenses are not considered all-inclusive. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

Public purpose must be considered for all costs incurred.

3.0 Reimbursements

3.1 Meals

A. *Per diem rates.* Meals will be paid to an employee or official based on per diem rates as follows:

<u>Meals</u>	<u>Rates</u>
Breakfast	\$ 7.00
Lunch	11.00
Dinner	<u>18.00</u>
Total	<u>\$ 36.00</u>

Receipts are not required for reimbursement of meals. However, departure and return times must be recorded on the travel reimbursement form. Tips are included in the per diem rates.

- B. *Partial day travel.* Employees and officials may receive allowances for meals for partial day travel according to the following schedule when the partial day is the day of departure or the day of return. Time of departure and arrival must be listed on the reimbursement request.

Breakfast – depart prior to 7:30 a.m.

Lunch – depart prior to 11:00 a.m. (day of departure) or return after 2:00 p.m. (day of return)

Dinner – depart prior to 5:00 p.m. (day of departure) or return after 7:00 p.m. (day of return)

- C. *Exception to per diem rates.* The County Manager may approve meal reimbursements based on actual receipts on a case-by-case basis.

3.2 Mileage

For the use of an employee's personal vehicle, reimbursement will be paid for round-trip mileage, plus mileage while at the job site, at the current IRS allowable rate. The employee is expected to accurately record the miles of each trip and disclose it on the Travel Expense Reimbursement Form (Exhibit 2). Requests for reimbursements must be accounted for within 60 days after costs are incurred. Person County will not process requests for reimbursements submitted after the 60th day.

3.3 Overnight Accommodations

Actual lodging expenses will be paid if the employee is required to stay overnight. The employee must provide a receipt supporting the charges.

3.4 Parking Tolls and Fees

Reimbursement for parking tolls and fees while at the business site will be paid based on actual charges. The employee should retain receipts and attach them to the Travel Expense Reimbursement Form.

4.0 Reimbursement Procedures

4.1 Reimbursement Requests

An employee should submit a payment request and Travel Expense Reimbursement Form with attached receipts to the County Finance Department. The form should be reviewed and approved by the employee's Department Director or his/her designee. Employees are responsible for any costs associated with missing receipts. As a rule, an employee who travels routinely during the month in the County and incurs mileage costs should request reimbursement only once a month or when the amount incurred totals \$100.00, whichever comes first. Please note that months may be combined when single monthly totals are less than \$10.00. Also, an employee who on occasion travels outside the County and incurs meals expense should follow the same rule. If overnight travel is incurred where out-of-pocket costs are significant, an employee may submit a reimbursement request upon completion of the trip.

4.2 Travel Advances

Travel advances must be requested on the approved County form (Exhibit 3). The request should show estimated expenses itemized, giving purpose, dates and destination. The request should NEVER exceed the estimated cost. The requesting employee should sign, with the Department Director approving. Requests are to be made prior to need and in enough time to be in a regular check run. Advances will not be paid by an off-scheduled check. Checks will not be issued for less than \$100.00. Travel advances will be reconciled with travel expenses when the Travel Expense Reimbursement Form is submitted **no later** than ten working days after the completion of the approved travel. **No travel advance will be issued to an employee who has an outstanding travel advance without both Department Director and Finance Director approval.** If the Travel Expense Reimbursement Form with attached receipts is outstanding for longer than 30 days, the travel advance will be deducted from the employee's payroll check.

4.3 Finance Department

The Finance Department is responsible for reviewing the reimbursement and travel advance requests and processing them for payment. Any reimbursement request which does not contain complete and accurate information and which is not supported by the appropriate receipts when required by County Policy will be returned and not paid.

4.4 Budget Restrictions

Each Department Director should monitor his/her budget for travel to ensure that adequate funds are available before the travel is incurred by an employee. Travel incurred in June is recognized as a reimbursable expense in that fiscal year and will not be carried forward for payment in the subsequent fiscal year. The lack of available departmental funds could result in a travel reimbursement request not being paid.

5.0 Other Travel Information

5.1 Non-County Employees' Travel/Meals

The payment of non-County employees' travel/meals is allowed only when the Department Director is conducting official County business during normal meal hours and the meal becomes a reasonable function of the process.

5.2 Other Situations

Any situation not covered by this Policy must be approved in advance by the County Manager to assure reimbursement. Departmental Policies that deflect from the County's Policy in any way must be approved by the County Manager and attached as an addendum to the County's Policy to apply to employees in those departments only.

5.3 Failure to Comply

Failure to comply with this Policy may result in disciplinary action and/or personal liability for expenses incurred.



PERSON COUNTY OVERNIGHT TRAVEL REQUEST

This form is to be completed if an employee desires to stay overnight at a site located **less than 60 miles** from Person County. Please submit to County Manager's Office with supporting documentation.

DEPARTMENT: _____

EMPLOYEE NAME(S): _____

NAME AND TYPE OF
CONFERENCE, ETC. _____

LOCATION: _____

DISTANCE: _____

DATES OF CONFERENCE: _____

TOTAL COST: _____

EXPECTED BENEFITS: _____

IS THERE MONEY IN YOUR
BUDGET TO COVER COSTS? _____

SUBMITTED BY: _____
Department Director's Signature
DATE: _____

APPROVED: _____
County Manager's Signature
DATE: _____



PERSON COUNTY TRAVEL ADVANCE REQUEST

REQUESTING DEPARTMENT: _____

REQUESTING EMPLOYEE: _____

DESCRIPTION	ACCOUNT NUMBER	AMOUNT
TOTAL		-
* TRAVEL ADVANCE	10-1270-0000	

* YOU **MUST** COMPLETE THE FOLLOWING INFORMATION TO RECEIVE A TRAVEL ADVANCE.

COURSE TITLE: _____ OVERNIGHT ACCOM.....EST. COST _____

COURSE DATES: From: _____ To: _____ MEALS.....EST. COST _____

COURSE LOCATION: City: _____ State: _____ OTHER: _____ EST. COST _____

COMMENTS: _____

APPROVAL: DEPARTMENT HEAD/DESIGNEE _____ DATE: _____

REQUEST: EMPLOYEE _____ DATE: _____