



**Jefferson County Emergency Services Agency
Administrative Policy**

AP 1090

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Travel Expense & Reimbursement

Board Approval:

R M Kelley

Date: 4/26/16

When performance of JCESA employee's duties requires travel, the employee may be reimbursed all necessary and reasonable expenses in connection with said travel. Prior approval from the Director must be granted before traveling on official business at the employer's expense. Receipts for lodging, meals, tolls, etc. must be submitted for approval by the Director and reimbursement. Any itemized receipts presented for reimbursement must cover only the expense of the employee(s), and must not include the expense of the employee's family or other unauthorized person(s). If an employee uses his/her personal vehicle, the employee will be reimbursed per mile at the publicized statutory rate in effect at the time.