

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Travel Expenses Policy	Approved:	7-20-2011
Policy Number:	302	Author:	TBB
Associated:	None		

TRAVEL EXPENSES

Policy

The Jefferson County Commission will provide a uniform reimbursement for reasonable travel expenses under certain guidelines for employees and elected officials who are required to travel in the performance of their county duties.

Provisions

- The reimbursement policy and the procedure policy will apply to Jefferson County employees and elected officials.
- Travel expense reimbursement will be provided according to approved accounting procedures for travel, lodging, and meals.
- All reimbursement will be processed according to approved procedures.
- All travel advances must be approved by the County Commission (or designee) and processed according to approved procedures.

Procedures

Reporting Expenses

The employee is responsible for maintaining a record of travel expenses on a weekly Travel Voucher based on the following guidelines:

Personal Vehicle:

- Employees using personal vehicles will be paid mileage and reimbursed for costs of parking and tolls.
- When travel is by personal vehicle for the purpose of conducting official County business, the mileage reimbursement rate shall be equivalent to the rate approved by the County Commission. Unless otherwise noted, the County will follow the prevailing IRS mileage reimbursement rate.
- Mileage traveled by employees between their residence and their primary worksite is considered commuting mileage, and commuting mileage IS NOT reimbursable. (Primary

worksite is defined as the County facility to which the employee is assigned on a permanent basis or the significant portion of their work time).

- Employees who are required to travel from their residence to a temporary worksite, other than their primary worksite, will be reimbursed for mileage from their residence to the temporary worksite or from their primary worksite to the temporary site, whichever is less.
- Employees who are required to travel to an event (meeting, training, conference, etc.) for official county business will be reimbursed for mileage, either from their residence to the location of the event or the primary worksite to the event, whichever is less.

County Vehicle:

Employees using county vehicles will be reimbursed for costs of gas/oil (in the absence of a county supplied gas or credit card), parking, and tolls.

Rental Vehicles:

Employees required to use a rental vehicle will be reimbursed for costs of rental, gas/oil, parking, and tolls (in the absence of a county supplied gas or credit card).

Public Transportation:

Travel by air, bus, or train should be approved in advance to permit the use of the Purchasing Card (P-Card). Costs of cabs will be reimbursed.

Lodging:

- Costs incurred in the use of hotel/motel accommodations may be paid in full by the County in accordance with the County's reimbursement guidelines and the established P-Card policy.

Meals:

- Meal costs incurred for out-of-town travel will be reimbursed on a per-diem basis as outlined in the P-Card policy. Employees who will be traveling out-of-town will consult the GSA Website to determine the maximum allowable per-diem for that specific location. A request must be submitted to the finance office for the amount due allowing sufficient time to process the request (approximately two weeks in advance). The established per-diem addresses all meal & incidental costs.
- Meals incurred at local meetings must have the approval of the Elected Official/Department Head and shall be submitted for reimbursement on the employee's travel voucher.
- Expenses incurred for the purchase of alcohol are not reimbursable.

Meetings:

- If an employee pays the bill for a meeting, all attendees must be listed on the travel/hospitality voucher as well as the location and purposes of the meeting.

- No reimbursement will be made by the County for lunch meetings without the approval, in advance, of the County Administrator or designee.

Advances:

- Please refer to the P-Card policies. Activation/use of the P-Card negates the need for any cash advances.
- Individuals returning early from out-of-town travel should calculate and remit the excess per-diem advances to the Tax Office within five (5) days of their return.

Reimbursement:

- Where the P-Card is not involved, a completed travel voucher should be submitted using normal reimbursement procedures.
- Pre-approval by the County Administrator, or designee, is required where expenses will exceed allowable limits for reimbursement.
- Every travel voucher must be signed by the employee and the Elected Official/Department Head. The Commission reserves the right to approve or disapprove all travel vouchers.

Time spent in travel:

In accordance with the Fair Labor Standards Act (FLSA) regulations, the County will NOT consider the following as work: time spent in travel away from home outside of regular working hours while on an airplane, train, boat, bus, or in an automobile.

AUTHOR: TTB

DRAFTED: 04/11/2011

ADOPTED: 07/20/2011

Jefferson County Travel Voucher Request

Employee: _____
 Department: _____

DATE	PURPOSE/CASE	TRAVELED		PARKING & TOLLS	Name of Hotel	OTHER (Meals)
		FROM	TO			
TOTALS				\$0.00		\$0.00

TOTAL TRAVEL EXPENSE: Attach toll receipts

EMPLOYEE'S SIGNATURE: I certify that the above expenses were necessary and actually incurred by me in the transaction of County business. NAME _____ DATE _____

SUPERVISOR'S APPROVAL: _____ TITLE _____ DATE _____

Jefferson County Travel Voucher Request

Employee: _____
 Department: _____

DATE	PURPOSE/CASE	TRAVELED		PARKING & TOLLS	Name of Hotel	OTHER (Meals)
		FROM	TO			
TOTALS						\$0.00

TOTAL TRAVEL EXPENSE: Attach toll receipts

EMPLOYEE'S SIGNATURE: I certify that the above expenses were necessary and actually incurred by me in the transaction of County business. NAME _____ DATE _____

SUPERVISOR'S APPROVAL: _____ TITLE _____ DATE _____

Jefferson County Per Diem Request

DATE	TRIP EXPLANATION	
TOTALS		

Notes

EMPLOYEE'S SIGNATURE: I certify that the above expenses were necessary and actually incurred by me in the transaction of County business.

NAME _____ DATE _____
 SUPERVISOR'S APPROVAL: _____ TITLE _____ DATE _____