



## COUNTY OF SAN BENITO TRAVEL POLICY

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| <b>I.</b>  | <b>PURPOSE AND SCOPE</b>   |   |  |  |
|            | The purpose of these rules is to prescribe the procedures by which County officials, employees and volunteers shall report and be reimbursed for expenses incurred in connection with authorized travel on behalf of the County of San Benito. |   |  |  |
| <b>II.</b> | <b>DEFINITIONS</b>   |   |  |  |
|            | Unless the provision or context otherwise requires, the definitions contained in this part govern the construction of the policy. They do not necessarily apply in other County contexts.  |   |  |  |
|            | <b>A. County</b>   |   |  |  |
|            |  | "County" means the County of San Benito.  |  |  |
|            | <b>B. County Business</b>  |   |  |  |
|            |  | "County business" means the activity directly related to the necessary and required business functions of the County.   |  |  |
|            | <b>C. County Employee</b>  |   |  |  |
|            |  | "County employee" means any County officer or employee, whether elected or appointed, filling a budgeted position approved by the Board of Supervisors. Independent contractors and their employees <b>are not</b> County employees.  |  |  |
|            | <b>D. County Traveler</b>  |   |  |  |
|            |  | "County traveler" means any County employee or volunteer traveling on County business.  |  |  |
|            | <b>E. County Volunteer</b>   |   |  |  |
|            |  | "County volunteer" means a person other than a County employee who performs volunteer work authorized by a County department or the Board of Supervisors for the County, such as a department volunteer, a commissioner or a member of a personnel interview panel. It does <b>not</b> include inmates, ward or probationers performing work for the County |  |  |
|            | <b>F. Home</b>   |   |  |  |



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|                                     |           |                                      | "Home" means the actual dwelling place of the County traveler without regard to any other legal or mailing address.   |  |
|                                     | <b>G.</b> | <b>Main or Regular Place of Work</b> |   |  |
|                                     |           |                                      | "Main or regular place of work" means the principal place of business for the County employee or the principal location to which the County volunteer is assigned to work for the County. This may be the place at which s/he spends the largest portion of his/her regular workday or working time. In the case of field workers the assigned location/headquarters to which s/he returns upon the completion of regular or special assignments. |  |
|                                     | <b>H.</b> | <b>Temporary Work Location</b>       |   |  |
|                                     |           |                                      | "Temporary work location: means the place where the County employee or volunteer is assigned on an irregular or short-term basis, generally a matter of days or weeks. County travelers attending conferences, meeting or training sessions away from the main or regular place of work or field workers conducting field work at off-site locations does not constitute assignment to another site.  |  |
|                                     | <b>I.</b> | <b>Vehicle</b>                       |   |  |
|                                     |           |                                      | "Vehicle" means a motor vehicle which can be legally operated on public highways in the State of California.  |  |
| <b>III. AUTHORIZATION TO TRAVEL</b> |           |                                      |   |  |
|                                     | <b>A.</b> | <b>General Conditions</b>            |   |  |
|                                     |           | <b>1.</b>                            | Travel will be authorized only when the travel is necessary and in the best interest of the County. Reimbursement will be for actual, reasonable and necessary expenses incurred while on County business, but not to exceed established guidelines.  |  |
|                                     |           | <b>2.</b>                            | Authorization is required for <b>all</b> County travel. Those authorized for reimbursement for travel on County business should neither enrich themselves nor be required to utilize their own funds unless they exceed the established   |  |



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|  |  |   | guidelines.   |  |
|  |  | 3.  | Expense reimbursement for County employees is <b>only</b> allowed if specifically budgeted or approved by the Board of Directors.   |  |
|  |  | 4.  | The most economical means of transportation will be used unless unusual circumstances require other alternatives.   |  |
|  |  | <b>B. EXPENSES NOT REIMBURSED BY THE COUNTY</b> |   |  |
|  |  | 1.  | Premiums for personal property insurance.   |  |
|  |  | 2.  | Any discretionary items intended for the personal benefit or pleasure of the traveler, such as entertainment, barber and beauty shop charges, and laundry services  |  |
|  |  | 3.  | Any expenses deemed not in the interest of the County, as determined by the Board of Supervisors.   |  |
|  |  | 4.  | The County will not reimburse for any alcoholic beverages for any event or meeting.   |  |
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|  |  | <b>C. In-County Travel</b>                      |   |  |
|  |  |   | County employees are authorized to travel within the County when said travel is required by the department and considered a part of the routine, day-to-day official duties of the employee as defined and authorized by the department head or his/her designee. |  |
|  |  | <b>D. Out-of-County Travel</b>                  |   |  |
|  |  | 1.  | All travel outside the County, but within the State of California requires authorization by the department head, or his/her designee.   |  |
|  |  | 2.  | All travel outside the County, and outside the State of California requires authorization by the Board of Supervisors.  |  |
|  |  | <b>E. Overnight Travel</b>                      |   |  |
|  |  |   | All overnight travel requires authorization by the department head and the County Administrative Officer, or his/her respective designee.   |  |
|  |  | <b>F. Travel Requests</b>                       |   |  |



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|            |                        | Travel requests shall be submitted to the County Auditor's office with the proper documentation. Proper documentation include the following items as deemed appropriate with respect to the travel necessities; authorization, relevant announcements for reason of travel, mode of transportation, lodging accommodations, receipts or per diem.  |  |
| <b>IV.</b> | <b>TRAVEL EXPENSES</b> |  |  |
|            | <b>A.</b>              | <b>General Conditions</b>  |  |
|            | 1.                     | County travelers are entitled to submit a claim for actual and necessary expenses for transportation, meals, lodging, and incidentals for authorized travel, subject to the conditions set for in the travel policy, whenever the expenses are incurred as part of his/her official duties and authorized because the County traveler is required to:  |  |
|            |                        | (a) work excessively long hours away from main or regular place of work; or  |  |
|            |                        | (b) work at a project location sufficiently distant from main or regular place of work to require overnight lodging; or  |  |
|            |                        | (c) attend a meeting in the performance of his/her official duties in which a meal is taken; or  |  |
|            |                        | (d) travel on very limited notification; or  |  |
|            |                        | (e) attend a school, training, convention, or meeting.   |  |
|            | 2.                     | Notwithstanding Section I above, claims shall be paid subject to the rules set forth in the policy and statutory law. Eligibility to submit a claim does not automatically entitle the claimant to reimbursement for any and all expenses.   |  |
|            | 3.                     | County travelers receiving reimbursement from an outside source for travel on County time shall forward said reimbursement to the County Auditor for processing.   |  |
|            | 4.                     | The department shall carefully monitor arrangements for transportation, lodging or registration fees that have cancellation penalties. If cancellation occurs due to direction by the County traveler's department head, or his/her designee, or the County Administrative Officer, the County department will cover the penalty cost. If the cancellation occurs due to a traveler's personal request or obligations, the |  |



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|  |           | traveler will be required to pay the penalty. Exceptions shall be made when a traveler is unable to travel because of hospitalization or death of an immediate family member or when the County Administrative Officer certifies that the reason for the employee's cancellation or absence was legitimate and authorized.  |  |
|  | <b>B.</b> | <b>Transportation Expenses</b>  |  |
|  | <b>1.</b> | <b>General Conditions</b>   |  |
|  | (a)       | When traveling on County business, County employees should utilize the least expensive, most appropriate and efficient mode of transportation consistent with time requirements and work schedules. Reimbursement will be authorized for only actual expenses for the method of transportation which is in the best interest of the County, considering both direct expense as well as the traveler's time. |  |
|  | (b)       | Transportation expenses are the direct costs related to movement of the person from authorized point of departure to destination of travel and to the authorized point of return. Transportation expenses normally include, but are not limited to, such items as common tickets, private vehicle mileage, and car rental charges   |  |
|  | (c)       | Other transportation expenses include taxi, bus, and streetcar fares; road, bridges, and ferry tolls, parking fees, and any other incidental costs directly related to transporting the person from their home/work location to the destination of travel for County business.  |  |
|  | (d)       | Transportation expenses not covered are: Traffic and parking violations; emergency repairs on private or commercial automobiles; and personal travel while on official County travel.   |  |
|  | <b>2.</b> | <b>TRAVEL BY AUTOMOBILE</b>   |  |
|  | (a)       | Travel by Private Vehicle   |  |
|  | (b)       | Travel by private vehicle will be reimbursed at the IRS rate for business use in effect at the time of travel of a personal vehicle for County travel. When traveling by  |  |



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|  |  |      | private vehicle, mileage reimbursement will be calculated based on the distance from the traveler's residence or normal designated workstation to his/her destination, dependent on where traveler leaves from and returns to.                            |  |
|  |  | (c)  | Travel to and from a common carrier terminal or station is based on the same criteria as in (a) above.  |  |
|  |  | (d)  | County employee mileage to the regular or main place of work from home and back is considered commuting and may not be claimed.   |  |
|  |  | (e)  | County employee mileage to the temporary work location from home and back, is considered commuting and may not be claimed except in the following cases:  |  |
|  |  | i.   | if the County employee is required to report to the regular or main place of work before reporting to the temporary work location, s/he is eligible for mileage from the regular or main place of work to the temporary work location;                    |  |
|  |  | ii.  | if the County employee is required to report to the regular or main place of work after working at the temporary work location and before going home, s/he is eligible for mileage from the temporary work location to the regular or main place of work. |  |
|  |  | (f)  | based on the distance to the destination from the traveler's home or the regular or main place of work, whichever is less, except in the following cases:   |  |
|  |  | i.   | if the traveler is required to report to his/her work location  |  |
|  |  | ii.  | before leaving, s/he is eligible for mileage to the school, training, convention or meeting from the work location.   |  |
|  |  | iii. | If the traveler is required to report to his/her work location before returning home, s/he is eligible for return trip mileage based on the distance from the school, training, convention or meeting to the work location.                               |  |
|  |  | (g)  | Appointed members of County boards, commissions, or advisory committees may claim mileage to the official meetings of their respective boards from home, and back.  |  |
|  |  | (h)  | Members of personnel interview panels may claim mileage to the panel location from their regular or main place of work, and back.   |  |
|  |  | (i)  | When two or more County travelers from the same department are traveling to the same site by vehicle, they should use only as many  |  |



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|  |   |     | vehicles as are required to accommodate the number of travelers and business needs of the County. If a county traveler chooses to use a separate private vehicle because of personal preferences or obligations, s/he shall not be eligible for mileage unless the department head determines the reimbursement is appropriate and justified.  |
|  |   | (j) | If a County traveler chooses to use a private vehicle instead of an alternative mode of transportation chosen by the department head because of personal preferences or obligation, his/her mileage reimbursement shall not exceed the cost of using the alternative mode of transportation unless the department head determines that the additional reimbursement is appropriate and justified.  |
|  |   | (k) | County travelers who travel in a vehicle other than their own may not claim mileage  |
|  | <b>3. County Vehicle Transportation</b> |     |  |
|  |   | (a) | County travelers using a County vehicle for traveling shall not be eligible for reimbursement for mileage.   |
|  |   | (b) | County travelers required to fuel a County vehicle at their own expense may claim the actual fuel costs expended by them. Receipts must accompany the claim.   |
|  |   | (c) | If the County vehicle experiences mechanical failure, the County traveler shall exercise prudent judgment in handling the situation. The County traveler shall be reimbursed for any necessary costs expended by them. Receipts must accompany the claim.  |
|  | <b>4. Rental Vehicle Transportation</b> |     |  |
|  |   | (a) | Vehicles may be rented for transportation to the destination point when the cost of the rental will be less than other reasonable and available modes of transportation. Travelers will be reimbursed for the actual and necessary cost of such rental when substantiated by an invoice. The size of the auto rented shall be the least expensive appropriate to the use required by the traveler. |
|  |   | (b) | If more than one County traveler from the same department is traveling to the same function, only one rental vehicle may be claimed and then only if it available for use by all the County travelers.   |
|  |   | (c) | The County traveler shall choose the least expensive size  |



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|  |  |           | and mileage limits appropriate to the use required by the County traveler(s). Rental expenses for luxury cars, motorcycles and recreational vehicles may not be claimed.  |  |
|  |  | (d)       | Rental cars should be refueled prior to return to the rental agency if at all possible to reduce cost to the County.  |  |
|  |  | (e)       | The County traveler shall waive additional vehicle insurance, provided that the employee has his or her own vehicle insurance coverage.   |  |
|  |  | (f)       | An <b>original</b> car rental receipt showing the number of days and type of vehicle rented is required for vehicle rental claims. A copy of the receipt or a credit card receipt alone <b>are insufficient</b> .   |  |
|  |  | <b>5.</b> | <b>Commercial Carrier Transportation</b>  |  |
|  |  | (a)       | County travelers shall seek and attempt to use the lowest rates available for the type of commercial carrier service being utilized. Whenever possible, travelers should take advantage of flight arrangements that minimize County cost (for example, purchasing a round trip ticket may be less expensive than two one-way tickets). Reservations should be made as far in advance as possible to take advantage of available discounts and special offers; |  |
|  |  | (b)       | Claims for travel via commercial carrier shall be limited to the cost of the travel at coach rates for the same day and time of travel or actual cost whichever is less. County travelers may upgrade tickets, provided that the difference in cost for such upgrade is paid for by the traveler and not the County.  |  |
|  |  | (c)       | Claims for commercial carrier tickets shall be substantiated by the E-ticket copy or itinerary, an original ticket stub showing the date and time of travel and the type of seating. A copy of the receipt or a credit card alone are insufficient.   |  |
|  |  | (d)       | Airline or other travel insurance is reimbursable when the least costly purchase option is selected.  |  |
|  |  | <b>6.</b> | <b>Commercial Charter Aircraft</b>  |  |
|  |  |           | Travel via commercial charter aircraft shall be limited to instances in   |  |





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|  |           | <p>which travel via scheduled airline is impractical or more expensive. Travelers are encouraged to investigate the use of charter aircraft if three or more persons are traveling to the same destination for a one-day trip within the state. Due to insurance requirements, charter aircraft must have no more than twenty (20) seats including crew. Authorized commercial charter flights will be reimbursed at the actual cost of the service as supported by validated receipts.</p>   |  |
|  | <b>7.</b> | <b>Railroad Transportation</b>  |  |
|  |           | <p>Travelers will be reimbursed for the actual cost of the fare as evidence by validated receipts and the latest published common carrier tariff on the date of travel. Round trip rates shall be used whenever possible. Reimbursement for roomette Pullman accommodations is authorized when such accommodations are deemed to be advantageous to the county by the County Administrative Officer.</p>  |  |
|  | <b>8.</b> | <b>Taxis and other local Transportation</b>   |  |
|  |           | <p>The cost of taxis or carfare to and from places of business, hotels, airports, or railroad station in connection with business activities will be reimbursed by the County. Taxis will not be used for travel to restaurants unless food service is not available at your hotel/motel. Use of taxis is permitted only when suitable, and more economical services are not reasonably available. Whenever available, travelers must attempt to utilize existing hotel/motel van or taxi services. All local transportation expenses must be accompanied by a receipt to be considered a legitimate reimbursable charge.</p> |  |
|  | <b>9.</b> | <b>Other Transportation Expenses</b>  |  |
|  |           | <p>The following necessary transportation expenses may be claimed at actual cost plus up to 15% tip when directly related to transporting the County traveler to and from the destination point: (Actual receipts are required)</p>   |  |
|  |           | (a) taxi, shuttle, public transit fares or ride-sharing alternative service;  |  |
|  |           | (b) parking fees;   |  |
|  |           | (c) bridge, road, or ferry tolls;   |  |
|  |           | (d) other actual transportation expenses determined to be reasonable and necessary by the department head and County Auditor.   |  |
|  | <b>9.</b> | <b>The following transportation expenses may not be claimed:</b>  |  |
|  |           | (a) traffic and parking violations;   |  |



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|           |                      | (b) | emergency repairs on non-County vehicles;  |  |
|           |                      | (c) | personal travel while at an out-of-County location   |  |
|           |                      | (d) | other actual transportation expenses determined to be unreasonable or unnecessary by the department head or the County Auditor.  |  |
| <b>V.</b> | <b>MEAL EXPENSES</b> |     |  |  |
|           | <b>A. General</b>    |     |  |  |
|           |                      | 1.  | Meal expenses shall be those charges for food and non-alcoholic beverages actually purchased and consumed while on official County business provided the charges are not included by other expenses (i.e., conference fees, airline fares, lodging, etc.).   |  |
|           |                      | 2.  | Meal expense incurred will be reimbursed on an actual cost basis up to the per-meal guideline amount allowed by the GSA- <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a> . Gratuities for meal service should be included in cost of meals claimed. That is, no cost in excess of the per meal guideline amount shall be offset by another meal claimed at less than the established guideline amount. Under special circumstances, the guideline rates may be exceeded by up to 50% upon approval of the County Executive Officer. |  |
|           |                      | 3.  | Meal expenses must be claimed by each person individually unless the meal is purchased on one credit card receipt.   |  |
|           |                      | (a) | The claim submitted for reimbursement for more than one person must include the names of all persons for whom reimbursement is sought.   |  |
|           |                      | (b) | The maximum amount allowed will be the actual cost of the meal for each person whose reimbursement has been authorized, up to the maximum amount as established in (b), above.   |  |
|           |                      | 4.  | County travelers on out-of-County travel are eligible to claim for meals taken. County travelers on in-County travel are not eligible to claim for meals taken within the County, unless provided for in other County policies.  |  |
|           |                      | 5.  | County travelers are not eligible to claim per diem  |  |



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|  |           |                    | allowances for anyone other than themselves.  |  |
|  |           | 6.                 | County travelers are not eligible to claim meals or other expenses for those persons who are not otherwise eligible to file a claim themselves for County reimbursement.  |  |
|  | <b>B.</b> | <b>Meal Claims</b> |   |  |
|  |           | 1.                 | The County maximum full day meal and incidental expenses rate shall be equal to the lower of the per-meal guideline amount allowed by the GSA-<br><a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a> or maximum federal per diem meal and incidental expenses (M&IE) rate established by the IRS (Appendix A).    |  |
|  |           | 2.                 | Said maximums include taxes and gratuities.   |  |
|  |           | 3.                 | Claims for out-of-County meals taken in conjunction with travel that includes overnight stay away from the traveler's home shall be reimbursed in the form of a "per diem allowance", which means the traveler is eligible to be reimbursed at the maximum rate allowed and receipts are not required.                      |  |
|  |           | 4.                 | Claims for each out-of County meal taken in conjunction with travel that do not include an overnight stay away from the traveler's home shall be reimbursed for actual costs. Original receipts are required.   |  |
|  |           | 5.                 | Whenever a meal is claimed that requires an actual receipt, the amount claimed may include the actual cost of the gratuity for the food server, up to a maximum of 15% of the food and non-alcoholic beverage charges, including the tax. The gratuity must be noted on the individual receipt.                             |  |
|  |           | 6.                 | Meals included in the conference, registration, or workshop fees are not subject to the maximum rate limits, and will be paid at the full cost.   |  |
|  |           | 7.                 | A County traveler may not claim reimbursement for any meal, which is provided, or otherwise available to the County traveler with the function, whether or not there is any actual charge for the meal. For example, if lunch is provided at the function, the traveler may not request reimbursement for eating elsewhere. |  |
|  |           | 8.                 | Claiming for alcoholic beverage expenses is prohibited.   |  |



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|  |   | 9.  | The actual receipt should include itemized charges, printed name of restaurant, and machine printed totals.   |                      |                   |
|  | <b>C. Time Criteria Governing Reimbursement for Meals</b> |     |   |                      |                   |
|  |   | 1.  | Normally meals are reimbursable under the time criteria set forth below:  |                      |                   |
|  |   |     | Meal  | Travel Begins Before | Travel Ends After |
|  |   |     | Breakfast   | 7:00 a.m.            | n/a               |
|  |   |     | Lunch   | 11:00 a.m.           | 1:00 p.m.         |
|  |   |     | Dinner  | n/a                  | 6:00 p.m.         |
|  |   | 2.  | For purposes of determining eligibility for reimbursement, travel shall be considered to begin when the traveler departs his/her residence if the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the traveler departs the office/home. It will be the Department Head's responsibility to monitor time of departure and arrival to ensure no unnecessary meals are claimed by their respective county departmental employees. |                      |                   |
|  | <b>D. Lodging Expenses</b>                                |     |   |                      |                   |
|  |   | 1.  | <b>Eligibility for Lodging</b>  |                      |                   |
|  |   | (a) | County travelers are not eligible to claim for lodging for in-County functions, unless provided for in other County policies.   |                      |                   |
|  |   | (b) | County travelers are eligible to claim for out-of-County lodging for the evening prior to an out-of-County function if it is deemed reasonable by the department head, or his/her designee.   |                      |                   |
|  |   | (c) | County travelers are not eligible to claim lodging when staying overnight as a guest of friends or relatives.   |                      |                   |
|  |   | (d) | Where expense for a family member or friend is included on the receipt, the rate claimed must be the single occupancy rate.   |                      |                   |
|  |   | (e) | Actual expense for lodging on authorized travel will be reimbursed up to a maximum as established by  |                      |                   |



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|  |           | U.S. General Services Agency. The maximum allowable rates are available at <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a> . A valid hotel receipt must accompany the reimbursement claim. Any lodging expense claimed in excess of the GSA established rates may be reduced or disallowed by the County Auditor if a suitable and less expensive alternative is within easy reach of the preferred hotel, when not utilizing official conference arranged lodging. |  |
|  | (f)       | In order to save time and local transportation and parking costs, the conference host hotel rate shall be deemed appropriate for persons staying at conference host hotels.  |  |
|  | (g)       | Persons eligible for travel reimbursement under this policy shall seek, and shall be reimbursed for, accommodations that are of good quality and in reasonable proximity to the place where the person is to conduct County business. Reimbursement will not be made for luxury accommodations.  |  |
|  | <b>2.</b> | <b>Lodging Claims</b>  |  |
|  | (a)       | Lodging expenses consist of those charges for overnight sleeping or dwelling accommodations as required during travel for the conduct of official County business. Lodging expenses shall be claimed for the actual costs of the lodging. Receipts are required.   |  |
|  | (b)       | Reimbursement for personal expenses, such as laundry, barbering, valet services, movies, room service delivery, or porter services is not allowed. These services are considered a part of the per diem M&IE.  |  |
|  | (c)       | An original room folio receipt, showing the number of days and the number of occupants, is required for lodging claims. A copy of the receipt or a credit card receipt alone is insufficient.  |  |
|  | (d)       | When a room is shared with a fellow county travel, the total expense may be claimed by one County traveler.  |  |
|  | (e)       | When a room is shared with a person other than a County traveler, the eligible expenses may be claimed   |  |



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|  |           |   | by the County traveler, only if paid by the County traveler.  |  |
|  |           | (f)   | Special lodging, such as accommodation in apartments, RV parks, campgrounds, or other semi-permanent lodging, shall require advance written authorization of the County Administrative Officer.   |  |
|  |           | (g)   | County travelers shall inquire when making lodging arrangements whether the County is exempt from Transient Occupancy Taxes (TOT) in the locale where they are staying and shall provide the necessary form to the lodging facility, if required to do so to obtain the waiver.   |  |
|  |           | (h)   | Except when registering for lodging at a pre-arranged group rate in conjunction with a conference or meeting, County travelers shall request the government rate when making lodging arrangement.   |  |
|  |           | (i)   | Requests for lodging expenses made in advance of the function shall be made payable directly to the hotel.  |  |
|  |           | (j)   | Lodging is an allowable expense for the evening preceding an Association event when the traveler would have to leave his/her residence before 6:00 a.m. on the day of the event to arrive at his/her destination at the designated time or when the traveler is required by contract to be at the destination a day prior to the event. |  |
|  |           | (k)   | Lodging is an allowable expense for the evening subsequent to an Association event when traveler is required to be at the destination a day after the event or would result in the traveler arriving at his/her residence after 8:00 p.m.   |  |
|  |           | (l)   | Exceptions to j and k which extend the reimbursable stay will be made when it is a benefit to the County and must receive prior written approval of the County Auditor.   |  |
|  | <b>E.</b> | <b>Registration Fees</b>  |   |  |
|  |           | Conference, convention and seminar registration and tuition fees may be claimed at the actual cost, provided that the agenda or brochure describing the event, including the price, accompanies the claim to the County Auditor's office. |   |  |



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|                                |  | <b>F. Other Travel Expenses</b> |   |  |  |
|                                |  | 1.                              | County travelers are eligible to claim a meal per diem allowance, limited to the maximum federal per diem M&IE rate established by the IRS, for each day of travel requiring an overnight stay away from the traveler's home. Said allowance covers fees and tips for persons who provide services, such as food servers and luggage handlers, and does not require receipts. |  |  |
|                                |  | 2.                              | County travelers are eligible to claim for the following expenses at actual cost, even if they also qualify for a per diem allowance. Receipts are required.  |  |  |
|                                |  |                                 | (a)   | Documented telephone, telegraph, fax and internet charges for official business.   |  |
|                                |  |                                 | (b)   | Limited personal telephone calls. A traveler on official business, which requires overnight travel, will be allowed one limited personal long distance telephone call to his/her family each night. These telephone calls should be limited to no more than five minutes. Hotel charges for local calls made for Association business are reimbursable |  |
|                                |  |                                 | (c)   | Copy machine charges incurred to copy documents for County use.  |  |
|                                |  |                                 | (d)   | Other business related expenses determined to be reasonable and necessary by the department head.  |  |
| <b>IV. CLAIMING PROCEDURES</b> |  |                                 |   |  |  |
|                                |  | <b>A. Prepaid Vendor Claims</b> |   |  |  |
|                                |  | 1.                              | Vendor Claims Requests  |  |  |
|                                |  |                                 | (a)   | Once travel has been authorized, claims to the vendor may be submitted for lodging, registration fees, and commercial carrier transportation.  |  |
|                                |  |                                 | (b)   | Requests will not be issued more than thirty (30) calendar days prior to commencement of travel unless such prepayment is required for specific rate or accommodation guarantees.  |  |
|                                |  |                                 | (c)   | Whenever possible, the County shall be named as the registrant for events to allow transfer of attendance privilege when conflicts prevent the original registrant from attending.   |  |
|                                |  |                                 | (d)   | The County traveler may request that the check be mailed or may hand carry it to the destination.  |  |



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|                                       | 2.  | Vendor Claim Settlements  |  |  |
|                                       | (a) | Each vendor claim must have an original receipt attached in order to settle the claim. The required receipts for vendor claims that have been prepaid shall be forwarded to the Auditor's Office within thirty (30) calendar days after completion of travel.   |  |  |
|                                       | (b) | Claims paid directly to vendors that are not substantiated by receipts within thirty (30) calendar days of the completion of travel shall be considered to be unsettled advances to the County traveler.  |  |  |
|                                       | (c) | In the event that all or a portion of the prepaid cost to vendor was unused by the County traveler, the County traveler is responsible for ensuring that the entire difference is returned to the county within the time frames established for settling the claim.   |  |  |
|                                       | (d) | Non-compliance by an employee may jeopardize the approval of future travel requests submitted by them.  |  |  |
| <b>B. Travel Reimbursement Claims</b> |     |   |  |  |
|                                       | 1.  | After completion of travel, the County traveler shall submit a completed County claim form to the department head for authorization. After review and authorization, the department head shall submit the authorized claim, together with any required receipts to the Auditor's Office. Said claim shall be received by the Auditor's Office within thirty (30) calendar days of the completion of travel. |  |  |
|                                       | 2.  | The Auditor's Office shall review the claim for compliance with applicable County policies and procedures, If approved by the Auditor's Office, the claim shall be processed and a check sent to the claimant within ten (10) working days. If denied, or denied in part, the department's contact person will be notified immediately. The Auditor has the final decision on allowable expenses.           |  |  |
|                                       | 3.  | No reimbursement for travel shall be paid to the employee until all required receipts for the travel claim have been filed with the Auditor's Office.   |  |  |
| <b>C. Mileage Claims</b>              |     |   |  |  |
|                                       | 1.  | Mileage will not be paid prior to the commencement of travel.   |  |  |
| <b>D. Late Claims</b>                 |     |   |  |  |
|                                       | 1.  | If a claim for reimbursement or settlement of a travel claim is submitted after the allowed time frames, the payment to the   |  |  |





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|              |  | employee shall not be made until the claim has been reviewed and approved by the Auditor or his/her designee. |  |  |
| <b>VII.</b>  | <b>INTERPRETATIONS</b>   |   |  |  |
|              | The Auditor, or his/her designee, shall be responsible for interpretations of this policy.   |   |  |  |
| <b>VIII.</b> | <b>EXCEPTIONS</b>  |   |  |  |
|              | Exceptions to this policy require the approval of the Auditor, or his/her designee.  |   |  |  |
| <b>IX.</b>   | <b>CONFLICT WITH RULES</b>   |   |  |  |
|              | In the event that this County Travel Policy is in conflict with another County policy, the policy with the strictest application will prevail. |   |  |  |
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