

BUSINESS TRAVEL EXPENSES 511*Effective Date: 12/19/2016*

Cass County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The reimbursement rate is set by the County Commission and follows the state reimbursement rate or the federal reimbursement rate, whichever is greater. All business travel must be approved in advance by the Department Head.

When approved, the costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Cass County. Employees are expected to limit expenses to reasonable amounts. The County will provide per diem for meals where employees are away from their normal place of employment for a minimum of four hours. Notwithstanding the four-hour requirement, meals within the County, while attending formal meetings required by the Department Head or attending conferences directly related to the County business, and the employee is restricted from leaving the meeting or conference shall be reimbursed. Employees may not claim a meal for reimbursement if it was provided for them or if they were not away from their work base for a minimum of four hours. Reimbursement for in-county meals shall be actual expenses, not to exceed the state rate.

When travel is completed, employees should submit completed travel expense reports within 60 days or by December 31st, whichever is sooner. Reports should be accompanied by receipts for all individual expenses, other than for meals, which will be paid for using the per diem. Failure to submit timely receipts and completed expense reports will result in denial of any reimbursement.

If an employee can save substantial transportation costs by incurring additional meals/lodging, the employee is encouraged to travel at the lowest overall cost. If an employee chooses to travel in an alternative method, he/she will be responsible for the payment of the difference of any costs incurred and any additional travel time will need to be reported as annual leave.

Employees traveling for business purposes can be accompanied by family, a spouse, or a significant other, so long as the presence of any such individuals does not interfere with the accomplishment of the business purposes underlying the trip. Employees will also be responsible for any costs associated with any such travel companions.

Employees who are involved in an accident while traveling on business must promptly report the incident to their Department Head.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Employees submitting expense vouchers shall assure that the expenses are not being reimbursed by any other governmental agency or business. Payment of travel expenses over \$100 will be reimbursed as soon as the vouchers are processed. Payment under \$100 will be done monthly. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Training Time

All time spent in training that is both required and approved by the employee's supervisor is considered as time worked for non-exempt employees. Travel to and from such required training will be considered compensable by the County, if located outside the Fargo/Moorhead area.