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SUBJECT: TRAVEL AND EXPENSE REIMBURSEMENT

EFFECTIVE DATE: Revised October 10, 2013

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Employees who are authorized to travel at County expense are required to submit a travel reimbursement voucher. The reimbursement rate is set by the County Commission and follows the state reimbursement rate or the federal reimbursement rate, which is greater. Copies of the current rates are available at the County Auditor's Office.

Travel from residence to work base is not reimbursable travel. Employees must be away from their normal place of employment a minimum of four (4) hours to receive reimbursement for meals. Notwithstanding the (4) hour requirement, meals within the county, while attending formal meetings required by the department head and/or conferences directly related to county business, shall be reimbursed. This policy applies only when an employee is required to stay on-site at the meeting and/or conference during the meal. The state rate shall apply when applicable, however, reimbursement for in-county meals shall be actual expenses, not to exceed the state rate.

If an employee may 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.

The Board of Commissioners has directed that employees furnish their insurance company name and policy number to the County Auditor at the time of requesting payment on the County voucher, before they can be reimbursed by personal auto use on County business.

Persons submitting expense vouchers shall assure that the expenses are not being reimbursed by any other governmental agency or business. Payment of travel expense over \$100 will be reimbursed as soon as vouchers are processed. Payment under \$100 will be done monthly.