

Travel Policy

Purpose - It is the general intent to reimburse travelers for actual cost associated with travel required in County business. Reimbursements described in this policy intend to cover all normal areas of expense. Requests for exceptions shall be made **in writing to the Commissioners for approval.**

Visa Cards – The County recommends that Visa credit cards be issued to department heads. Visa cards are issued in the names of the employees. Employees must use the cards only for payment of official county business travel expenses. Hotels and rental cars must be charged on the Visa credit cards. Meals, books, fees, and registrations should also be charged on the Visa Card.

Use of these cards will significantly reduce the need for cash advances, make payment of travel costs much more convenient for travelers, and will simplify accounting for travel reimbursements, while providing more useful management reports.

These cards are not to be used to pay personal non-official expenses. Misuse of these cards will result in a withdrawal of the privilege and appropriate disciplinary action against the employee. Also, the employee will forfeit rights to receive a travel advance for items normally paid for by the card.

Employees must promptly immediately submit their monthly account statements to the Clerk's Office, along with all receipts and other documentation showing the purpose of the use of the card. Failure to do so timely will result in the employee being required to pay late fees and interests personally, and may result in the employee losing card privileges.

Issuance of the card does not relieve the cardholder from the duty to turn in receipts and documentation for the expenses incurred.

Policy

- A. All in-state travel must be approved by the department head. All out-of-state travel must be approved by the department head and county commissioners.
- B. Travel advances are available for all anticipated lodging, meals and car rentals, but must be obtained through the Clerk Auditor's Office after receiving approval from the Department Head.
- C. Use of credit cards for travel expenses. Hotels, airline tickets, and rental cars must be charged on the Visa card. Whenever possible, additional business-related travel

expenses such as meals, books, fees, and registrations should also be charged on the Visa Card. This reduces the need for travel advances.

- D. **Outstanding Advances** – Each traveler may have only one advance outstanding at any one time. As soon as the reimbursement paperwork is submitted for the previous trip a new advance may be issued.
- E. **Timing** – The final travel reimbursement claim, together with all receipts, should be submitted within 5 working days after the completion of travel. VISA card statements must be turned in immediately.
- F. **Documentation Necessary for Advance Payment For Travel Reimbursements** – An advance allowance will be available from the Clerk's Office, provided the specific documentation as outlined below is provided to the Clerk's Office by the Supervisor authorizing the travel:

Hotel reservation or bill. If more than one person is included on the bill, it should indicate the cost for the employee requesting the reimbursement.

Agenda/Schedule of Events. If the reimbursement is for a seminar, conference, convention, or similar function, an agenda or conference schedule should be attached.

Conference Registration. Receipt if the registration is paid through the Travel Reimbursement Request form.

Schedule of incidental ground transportation.

Advance for Mileage Reimbursement. Whenever possible attach a print out of an online mileage calculator (i.e. Map Quest or Google) or other documentation.

Upon returning to work, all receipts for actual expenses must be given to the department head for review. After review the department head will submit these to the Clerk/Auditor's office.

- G. **Reimbursement for Incidental Expenses** – The following expenses will be reimbursed upon the employee providing documentation and receipts:

Reimbursement for mileage. Attach a print out of an online mileage calculator or other documentation used to calculate mileage (i.e. map quest or Google).

Parking receipts.

Receipts for individual taxi charges, when able to obtain.

Hotel and meal expenses. Receipts for all meals and hotel expenses must be submitted.

H. **Processing Time** – The traveler should obtain approval far enough in advance to process the paperwork and receive the advance in a routine matter.

I. **In-State Travel**

Same Day Trips – Employees will not be reimbursed for meals for any non-overnight travel.

Overnight Trips – Meals - Employees shall be reimbursed for their meal expenses when traveling overnight for business purposes previously approved by their respective supervisors or department heads. The meal allowance for a 24-hour period of travel is \$40.00 per day. All employees wishing to receive reimbursement for meal expenses, and all employees who have received an advance for meals, must submit a receipt for each meal with the travel expense report. If the full \$40.00/day is not spent and an advance has been given, the employee shall return the excess amount of the advance. If meal charges on the Visa Card exceed the \$40.00/day allowance, a check to Carbon County for the difference must be attached when meal receipts are turned in.

Employees traveling less than 280 miles to arrive at or to leave from an overnight business function shall be eligible for one meal reimbursement; employees traveling more than 280 miles shall be eligible for two meal reimbursements. The following reimbursement rates shall apply for meal reimbursements when travel to or from an overnight County business purpose requires less than the full day's meal reimbursement allowance.

Breakfast: \$7.00

Lunch: \$12.00

Dinner: \$21.00

Overnight Trips – Hotels – Employees may be reimbursed for hotel expenses for the night prior to any conference or business function beginning prior to 10:00 a.m. if the business function is 90 miles or more from the Carbon County Courthouse Building at 140 East Main Street, Price, Utah. Additionally, employees shall be reimbursed for hotel expenses for the night following any conference or business function if the business function ends after 4:00 p.m. and is 280 miles or more from the Carbon County Courthouse Building.

Out-of-State Travel

The basic meal allowance for a 24-hour period of travel is \$43.00 per day and the same requirements as in-state travel shall apply.

***Alcoholic beverages are not reimbursable.**

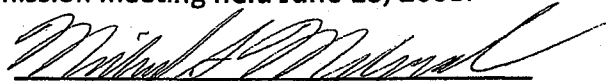
Complimentary Meals

Complimentary meals of a hotel, motel, and/or association and meals included in the conference registration costs will be deducted from the daily meal allowance.

Special consideration will be given to an employee with special dietary needs, thus making them eligible for the daily reimbursement.

- J. **Tips and Tax on Meals** – Tips and tax on meals are included in the per diem amount.
- K. No long term travel expenses (i.e., any travel requiring more than one week's stay), will be allowed without previous approval by the County Commissioners, except for employees in the Sheriff's Department while attending P.O.S.T. Reimbursement for long term travel will not necessarily be at the rates set forth in this policy.
- L. While attending P.O.S.T., employees will receive a maximum of \$125/week for meals
- M. Ambulance employees and law enforcement employees shall be reimbursed for meals and travel pursuant to a separate policy.

DATED and APPROVED at the Carbon County Commission meeting held June 18, 2008.



Michael S. Milovich, Carbon County
Commission Chair

Pursuant to a motion of the Carbon County Commission on May 18, 2009, Section I of the Travel Policy is hereby amended to read as follows:

Same Day Trips – Employees will not be reimbursed for meals for any non-overnight travel.

Overnight Trips – Meals - Employees shall be reimbursed for their meal expenses when traveling overnight for business purposes previously approved by their respective supervisors or department heads. Employees need not stay in a hotel or motel to be eligible for meal reimbursements for overnight business functions. The meal allowance for a 24-hour period of travel is \$40.00 per day. All employees wishing to receive reimbursement for meal expenses must submit to the Clerk's office an agenda or schedule of proceedings for the conference, seminar, or business meeting attended, if possible, as proof of the necessity of the meal expense. An employee will not be reimbursed for any complimentary meals provided as part of the business function he or she attends, unless the employee has special dietary needs which preclude him or her from eating the complimentary meal. A request for an advance for meals must also be accompanied by an agenda or schedule of proceedings.

If meal charges on a departmental Visa Card exceed the \$40.00/day allowance, a check to Carbon County for the difference must be attached when meal receipts are turned in.

Employees traveling less than 280 miles to arrive at or to leave from an overnight business function shall be eligible for one meal reimbursement for the portion of that day comprising the travel; employees traveling 280 miles or more shall be eligible for two meal reimbursements for the portion of the day comprising the travel. The following reimbursement rates shall apply for meal reimbursements when travel to or from an overnight County business purpose requires less than the full day's meal reimbursement allowance.

Breakfast: \$7.00

Lunch: \$12.00

Dinner: \$21.00

Overnight Trips – Hotels – Employees may be reimbursed for hotel expenses for the night prior to any conference or business function beginning prior to 10:00 a.m. if the business function is 90 miles or more from the Carbon County Courthouse Building at 140 East Main Street, Price, Utah. Additionally, employees shall be reimbursed for one dinner and hotel expenses for the night following any conference or business function if

the business function ends after 4:00 p.m. and is 280 miles or more from the Carbon County Courthouse Building.

Out-of-State Travel

The basic meal allowance for a 24-hour period of travel is \$43.00 per day and the same requirements as in-state travel shall apply.

Alcoholic beverages are not reimbursable.

Employees whose travel requires exceptions to this policy must seek approval from the Carbon County Commissioners.

The remainder of the Travel Policy shall remain in full force and effect.

DATED this _____ day of May, 2009.

Chairman,
CARBON COUNTY COMMISSION