

BRANCH COUNTY TRAVEL POLICY

Policy Subject: Travel, Conferences, Meals, and Lodging	
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Authorized by: Board of Commissioners	
Approved: November 1, 2006	Effective: November 2, 2006
Revised: August 8, 2007	Effective: August 9, 2007
Revised:	Effective:

POLICY STATEMENT:

Expenses shall be allowed for employees attending meetings or conferences held outside of the official work area and in performing any official duties, when such attendance and payment of expenses are approved by the department head.

ALLOWABLE EXPENSES:

Such expenses may include and reimbursement made for the following items:

Lodging, Mileage, Meals, Parking Fees, Tolls, Taxi/Car Services, and Business Telephone Calls. Each of these expenses are detailed in the policy.

NON-ALLOWABLE EXPENSES:

Tips, entertainment, and meals or lodging for family members.

VEHICLE USAGE:

Employees who, during the course of their duties with Branch County, must use County owned vehicles or choose to use their own personal vehicle to conduct County business are required to comply with the following:

- A. Provide proof of valid driver's license upon request.
- B. Provide proof of insurance upon request (personal vehicles only).
- C. Comply with all laws.
- D. Employees are required to notify Department Manager and County Administrator if loss of license or insurance occurs which would preclude them from driving on County business.

Failure to comply with these provisions may result in non-payment of mileage reimbursement (personal vehicles) and/or disciplinary action up to and including discharge. County owned vehicles are not to be used in any manner for personal use.

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LODGING:

Lodging costs will be submitted to Accounts Payable/Payroll prior to the meeting/conference for initial review. Lodging will be paid at the actual cost charged, less taxes. Employees are encouraged to be conservative and practical in lodging costs. Employees are also required to present the County's Tax Exemption Certificate to eliminate state tax from lodging.

MILEAGE:

Employees who use their own vehicle in the performance of County business will be reimbursed for their mileage at the equivalent rate allowed by the Internal Revenue Service as set by the Board of Commissioners. Travel costs of going to and from work for normal scheduled work shall not be reimbursed. Reimbursement shall be requested on a County travel expense voucher.

MEALS:

The maximum allowances for meal reimbursement, effective January 1, 2007 are listed below:

Breakfast	\$ 8.00
Lunch	\$15.00
Dinner	\$25.00

Itemized receipts (showing date, time, name of restaurant, location, and actual charges) must be attached to a County travel expense voucher when submitted for audit and reimbursement. Reimbursement is subject to budgetary allocations and the discretion of management. Alcoholic beverages, charges for personal goods or services, and entertainment will not be reimbursed. **Tips will not be reimbursed.**

PARKING FEES, TOLLS, TAXI/CAR SERVICES:

Parking fees and Taxi/Car Services will be allowed if itemized receipts are submitted with a statement of justification. Tolls will be allowed with a receipt.

TELEPHONE CALLS:

Telephone calls will be reimbursed only for business related use and with an itemized receipt that includes the amount and number called.

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TRAVEL EXPENSE VOUCHER: A Travel Expense Voucher must be submitted to Accounts Payable/Payroll no later than 60 days following the incurred expense. A request for waiver from this requirement must be submitted in writing from the supervisor explaining why the voucher could not be submitted within the 60 day requirement.

A Travel Expense Voucher must be submitted to Accounts Payable/Payroll no later than 6 months following the incurred expenses when the total amount does not exceed \$100.00.