

TRAVEL POLICY

Transportation, Board and Lodging Reimbursement

The following expenditures will be allowed for County employees:

1. Motel/Hotel - actual cost, single rate; a receipt is required to receive reimbursement; it is recommended that the most economical accommodations be arranged.
2. Meals - actual cost; receipts are required to receive reimbursement; the maximum daily allowance for meals shall be **\$30.00***. The **\$30.00** per day reimbursement includes gratuities; prior authorization to exceed the maximum daily allowance may be given under extenuating circumstances. * Per GSA per diem rates.
3. Travel Allowance - personal transportation by car - mileage reimbursement shall be in accordance with the Internal Revenue Service authorization. Actual cost of round trip by air including transportation from an airport by limousine, if possible, or taxi. Airfare or mileage will be paid, whichever is cheaper. If two or more are attending the same function, mileage will be considered for one vehicle only. Actual cost for parking fees; receipts are required.
1. Out-of-State Travel - all out-of-state meetings, outside the metropolitan area, shall require prior approval of the Elected Official or department head. These requests shall be made in writing and contain pertinent information such as the reason for the request and the estimated costs of attending the meeting.
2. Local Meals - meals consumed within the County during conferences, seminars and business related meetings must be preauthorized by the Elected Official or department head. Receipts are required to receive reimbursement.
3. Credit Card - The Elected Official or department head, at their discretion, may allow employees to utilize county credit cards for expenditures. Employees shall notify the elected official or department head of all charges and shall submit receipts for all charges made. Employees utilizing the county credit card shall adhere to all of the guidelines outlined above. Under no circumstances are employees allowed to utilize the county credit card for personal purchases.