

This SOP implements Section 8.0 of the Policy Manual.

**A. FORMS PROCESSING**

1. When an employee must travel on a multiple-day trip, or a one-day trip that involves expenses other than those reimbursable on the Mileage Reimbursement Voucher (mileage, parking, telephone, public transportation), a Request for Travel form (HR013) must be completed and approval obtained prior to travel. Request for Travel approval forms (Form No. HR013) are available from the departmental payroll officer or the County Human Resources Department. Questions may be directed to HR at 946-4700.
2. All travel expenses are reported on the two forms listed below. These forms are available from the office of the County Auditor, Room 504.
  - a. Mileage Reimbursement Voucher - used for expenses incurred for daily travel (mileage, parking, telephone, or public transportation). See Section D. of the policy.
  - b. Employee Travel Reimbursement form - used for expenses incurred for multiple-day travel or expenses incurred during daily travel that are not covered on the Mileage Reimbursement Voucher. See Sections E. through I. of the policy for a complete description.
3. Requests for reimbursement should be submitted within 120 days of the travel. Failure to submit reimbursement requests within 120 days may result in denial of the request. (NOTE: JFS employees must submit requests for reimbursement within 60 days of the date of travel.)
4. All information requested on any Mileage Reimbursement Voucher or Employee Travel Reimbursement form must be provided. Failure to provide all requested information will result in the denial of reimbursement until such information is satisfactorily provided and approved.
5. With the exception of per diem items, employees must provide receipts and/or other documentation acceptable to the approving official substantiating that the expenses have been incurred for *all* requested

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payments and reimbursements, including those items pre-paid. Payment or reimbursement for any item submitted without a receipt or other proof of the amount of the expenditure will be rejected.

6. When purchasing airfare over the Internet, the electronic receipt/e-mail confirmation, along with the original boarding pass, may be submitted as evidence for reimbursement of airfare. Employees must obtain an original receipt from the vendor for other expenses such as hotel, rental car, etc. **If the original receipt, or copy of the electronic receipt for airfare, is not available** then the original copy of the employee's credit card statement indicating the purchase must be submitted to the Auditor.
7. When more than one employee travels to the same destination, each individual must submit the appropriate forms. Each individual employee must request reimbursement for expenses that only he/she actually incurred. When more than one County employee travels in the same privately-owned vehicle, only one employee may request mileage reimbursement.
8. After completion of Mileage Reimbursement Vouchers and/or Employee Travel Reimbursement forms, employees must submit them to their Department Head or designee for review and approval.
9. When the traveler is a Department Head or an employee who reports directly to the County Administrator, all such forms shall be submitted to the County Administrator or designee for approval.
10. When the County Administrator is the traveler, all such forms shall be submitted to the President of the Board of County Commissioners for review. In the absence of the President of the Board, such forms may be submitted to another member of the Board for review.
11. When the traveler is a member of the Board of County Commissioners other than the President, all such forms shall be submitted to the President of the Board for review. When the traveler is the President of the Board, all such forms shall be submitted to another member of the Board for review.

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**B. APPROVAL TO ATTEND ASSOCIATION MEETINGS OR CONVENTIONS**

1. Travel to association meetings or conventions *at county expense* (i.e., the employee incurs travel expenses reimbursable by the county), must be approved by the County Administrator. (The County Administrator should submit his/her request to the Board President or Acting Board President for approval. The County Commissioners' staff should submit their request to any one member of the Board of Commissioners or the County Administrator.) If no travel expenses reimbursable by the county are incurred, or the expenses are reimbursed by an organization other than the County, approval by the County Administrator (or Board President or other Board member) is not required.
2. Association meetings and conventions are defined as events in which any business of the organization is conducted during the event. Business may include, but not be limited to, election/selection of officers, establishment/planning of policy, goals, or initiatives, etc. Training sessions/seminars that are sponsored by such associations and do not include any of the preceding activities are not considered "meetings or conventions" as defined in this section and do not require approval by the County Administrator.
3. Employees who are planning on attending such association meetings and/or conventions as described above should first complete a Request for Travel form and submit it to their Department Head/designee. Once the Department Head/designee approves the Request for Travel, a separate letter is also sent to the County Administrator requesting approval for the travel (a sample letter is available in Human Resources). This letter must list the name of the employee, the name of the association, anticipated expenses, plus the Department's total annual travel budget and a total of the travel expenditures to date. (The County Administrator should submit his/her request to the Board President or Acting Board President for approval. The County Commissioners' staff should submit their request to any one member of the Board of Commissioners or the County Administrator.)

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4. Employees may submit a blanket request to the County Administrator or designee to attend multiple association meetings scheduled throughout each calendar year.

**C. MILEAGE RATE**

Employees operating a privately-owned vehicle on authorized County business shall be reimbursed in an amount of 57.5 cents per mile, effective 01/01/15 as the total reimbursement for all operating expenses.

**D. INSTRUCTIONS FOR COMPUTING MILEAGE**

1. When travel requires the use of a privately-owned vehicle, reimbursement to and/or from an alternate work location will be determined in the manner listed below.
2. Each employee who requests reimbursement must determine the one way travel distance via the shortest or most practical route from his/her residence to his/her normal work location. This one way distance is the employee's "commute mileage".
3. When an employee begins his/her work day by traveling from his/her residence to any alternate work location(s), and then continues to his/her normal work location, the employee shall record, by odometer reading the actual distance from his/her residence to the alternate work location(s) and also record the mileage from any alternate work location(s) to his/her normal work location. The employee may request reimbursement for the actual total mileage driven less his/her commute mileage.
4. When an employee ends his/her work day by traveling from his/her normal work location to any alternate work location(s), and then continues to his/her residence, the employee shall record by odometer reading the actual distance from his/her normal work location to the alternate work location(s), and also record the mileage from the alternate work location(s) to his/her residence. The employee may request reimbursement for the actual total mileage driven less his/her commute mileage.

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5. When an employee travels from his/her residence to any alternate work location(s) and returns to his/her residence at the end of the work day without traveling to his/her normal work location, the employee may request reimbursement for all miles actually driven.
6. Employees who are temporarily assigned to an alternate work location for a specific number of days or on a regular basis are not eligible for mileage reimbursement.

#### **E. RENTAL VEHICLE REIMBURSEMENT**

1. If travel includes a rental vehicle, employees must submit their request to the approving official on a Request for Travel form (HR013) and must receive approval before the travel begins.
2. The approving official must determine that use of a rental vehicle is most advantageous to the County. When evaluating approval, the approving official must consider the total cost to the County, including per diem, overtime, lost work time, actual transportation cost, total distance of travel, number of points visited, and the number of travelers. Approval will not be granted on the basis of personal preference to the traveler.
3. When approved, the most practical and economical size vehicle must be selected.
4. The original receipts for the vehicle rental and any fuel costs must be submitted to the Auditor with the Employee Travel Reimbursement form.
5. The original Request for Travel form documenting approval for use of the rental vehicle is maintained by the approving official.

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