



ADMINISTRATIVE POLICIES

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| SECTION: | Accounting Policies | POLICY NO.: | 114 |
| TITLE: | Travel Reimbursement for Employees and Authorized Non-County Employees Policy | | |
| BOARD ORDERS: | B.O. 88-155; B.O. 01-816; B.O. 08-423; B.O. 16-33 | LAST REVISED: | 01/28/2016 |

I. PURPOSE

1.01 The following regulations establish the conditions and procedures governing reimbursement for out-of-pocket expenses incurred by county officers and employees while traveling on authorized county business. They apply to all county officers and employees unless a specific exception is granted by the board of commissioners or as otherwise specified in a collective bargaining agreement.

II. POLICY

2.01 Definitions. As used in this policy:

- “Board” means the Yamhill County Board of Commissioners or its designee.
- “Common Carrier” means any commercial form of transportation.
- “Miscellaneous expenses” mean expenses directly related to the conduct of official business, i.e., official telephone calls, office supplies, and local transportation.
- “Non-county employee” means an employee of another jurisdiction whose activities are authorized by the county.
- “Personal expenses” mean those expenses incurred by an employee which are of a personal nature such as laundry, personal grooming, alcoholic beverage, entertainment or personal telephone calls.
- “Travel expenses” mean expenses for transportation, meals, and lodging. Reimbursement Rates Meals. Reimbursement shall be the lesser of the meal’s actual cost or the limits currently approved by the Board. To verify the current approved amounts, check with the accounting staff. Gratuities not to exceed 18% are in addition to the above amounts. There will be no additional reimbursement for the cost of meals which are included in a registration fee. Lodging. The cost of lodging will be reimbursed when an employee is required to remain overnight away from home. The amount will be based on single occupancy rates.

2.02 Reimbursement Rates.

A. *Meals.*

1. Reimbursement shall be the lesser of the meal's actual cost or the limits currently approved by the Board. To verify the current approved amounts, check with the accounting staff. Gratuities not to exceed 18% are in addition to the above amounts.
2. There will be no additional reimbursement for the cost of meals which are included in a registration fee.

B. *Lodging.* The cost of lodging will be reimbursed when an employee is required to remain overnight away from home. The amount will be based on single occupancy rates.

C. The limits of this section may be exceeded if the meal is part of an organized program or with the prior written approval of the County Administrator when an employee is traveling in an area where lodging and meal costs are higher, or if suitable lodging or meals cannot be found except at a higher cost. Receipts are only required in any instance in which the reimbursement limits for meals are exceeded and receipts are always required for lodging.

2.03 Out-of-State Travel.

A. A request for out-of-state travel on county business must be submitted to the department head and approved at least five workdays before the proposed travel begins, except for demonstrated emergencies. A request should include the reason for the travel.

B. It is county policy to encourage employees to use a commercial carrier (plane, train, bus) when traveling out-of-state, rather than private vehicles.

C. County vehicles are not to be driven out-of-state, except as needed for law enforcement purposes or for transport of persons in the custody of the county, due to potential liability issues.

D. If a rented vehicle will be used while traveling on county business, the optional liability and collision damage insurance coverage should be purchased.

E. Regulations governing use of county and privately-owned vehicles being driven on official business are contained in the policies in this manual which address motor pool requirements and private vehicle usage.

2.04 Overnight Travel. It is required that employees traveling overnight complete a county "Request for Overnight Travel Authorization" (see attached) for approval by the department head and County Administrator.

2.05 Reports. Employees returning from approved travel to conferences, continuing education, training, seminars, etc., should be asked to report to the department head on the results and benefits of the trip. This report can be oral or written, as determined by individual department policy.

2.06 Claims for Reimbursement.

- A. All claims for reimbursement must be submitted to the accounting division on the county's *Travel and Expense Report* with receipts attached.
- B. Receipts are required for travel expenses including lodging and conference registration fees. Receipts are not required for bridge, ferry and parking charges under \$5.00. Where meal reimbursement is requested in excess of established rates, proper documentation must be provided.

2.07 Travel Advances.

- A. Travel advances require prior written approval by the department head submitted to the accounting division by the employee's department head at least five working days before the travel begins. The request should state the employee's destination, purpose of the travel, and estimated costs.
- B. Within five working days after returning, the employee must submit to accounting a completed *Travel and Expense Report* and, if appropriate, a receipt from the county treasurer showing that any excess amount of the travel advance has been returned.

2.08 Travel Expenses for Non-County Employees.

- A. Travel expenses of non-county employees whose activities are authorized by the county will be reimbursed for travel expenses at the county's current expense reimbursement limit.
- B. The manager of the county department authorizing such travel expense shall be responsible for communicating the county's travel reimbursement policy to the non-county employee authorized to travel on behalf of the county.

2.09 Use of County-owned Vehicle or Private Vehicle. See "Employee Use of County-Owned Vehicle or Private Vehicle for County Business" in the Motor Pool section of this manual.

Overnight Travel Authorization

Employee: _____

Date(s): _____

Purpose: _____

Destination: _____

Approximate Cost:

Registration: _____

Meals / Lodging: _____

Other: _____

Benefit to County (attach copy of agenda, other documentation):

Signature: _____ Date: _____

Authorization: Approved: _____ Denied: _____

Conditions of Approval:

Authorization Signature: _____ Date: _____

***** Please forward completed form to Accounting *****