

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

17.	TRAVEL
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17-1. General Provisions

Box Elder County recognizes the need for its employees to travel outside the County at various times to receive training, information, briefing, etc., for efficiency and effectiveness as County employees. The county will reimburse travel expenses for authorized trips on county business for attendance at conventions, conferences, or meetings. Advance approval from the Department Head is required for all travel requiring travel authorization for employees. Funding must be provided in the department approved budget. Budget line item transfers to travel lines require Commission approval. A one page summary of the benefit of-out-of state-travel to the county must be turned into the Personnel office after travel as been completed. The summary will be placed in the Employee's Personnel File. Whenever possible, county vehicles will be used for county business.

17-2. Department Travel Budget

Travel expenses must be included in an annual budget for each department anticipating travel, as part of the budget process. Any travel expenses in excess of the amount budgeted must have prior approval of the County Auditor.

17-3. Reimbursable Expenses

The following expenses will be considered for reimbursement upon completion of the Travel Authorization Form and accompanied by the required receipts as listed hereafter:

1. All hotel or overnight accommodations and airplane or other travel accommodations shall be arranged in advance.

If payment in advance is not possible or County Credit Card is not utilized, the normal reimbursement procedure will be followed.

2. Transportation Costs: If a commercial airline is used, airfare will be reimbursed at the economy fare. .

Personal Cars: At the discretion of Elected Official/Department Head or County Commission, out of state travel use of an employee's personal vehicle may be authorized when circumstances warrant. If a county vehicle is available for an employee to use for travel and the employee chooses not to use the county vehicle, the employee will be reimbursed actual cost of the travel (i.e. gas receipts, etc.) and appropriate documentation should be attached for the reimbursement to be processed. If a personal car is used, the reimbursement cost shall not exceed the cost of economy airfare.

The employee shall calculate the mileage associated with the approved travel and submit a request for reimbursement based upon this calculation. Mileage is paid at the rate currently established by the IRS.

For travel in-state, the employee can use a County vehicles or a personal vehicle. Use of a personal vehicle, when a county vehicle is not available, will be reimbursed at the current rate established by the IRS.

County fuel card: When using the County fuel card, you are required to check the amount of the receipt for correctness. The receipts will be turned into the Department Head for use in auditing the fuel bill.

3. Subsistence Costs: Subsistence, which consists of meals (excluding alcoholic beverages) and lodging, is limited to actual costs.
4. Other Costs: Toll road charges, parking fees, storage charges, emergency repairs and like items may be reimbursed when using County or privately owned vehicles.

Charges for car rental or similar services shall not be reimbursed unless approval is obtained from the Elected Official/Department Head. Reasonable taxi and limousine charges are allowable. Receipts should be obtained if possible.

Conference registration fees and extraordinary expenses, such as purchase of incidental supplies or publications shall be eligible for reimbursement when accompanied by a receipt as out lined below.

All registration fees, etc., will be approved and paid in advance by request for payment. If this is not possible, the employee will be reimbursed for his or her own expenditure for registration after presentation of a valid receipt in conjunction with previously authorized travel. This should be in a timely manner and not later than the month following the authorized travel.

No expenses shall be authorized for spouses of employees or others traveling with the employee at his or her own expense.

Travel that requires less than a full day may either be advanced after submission and approval of a travel request, or reimbursed after presentation of receipts.

17-4. Non-Specified Expenses

Reimbursement for any expenses not provided herein shall require approval in advance.

17-5. Receipts

Receipts or affidavits for expenditures shall be required for:

1. All commercial air, railway, bus or boat transportation.
2. All lodging.

3. Repairs or fuel for County vehicles.
4. All extraordinary expenses, such as purchase of incidental supplies of publications and registration fees.
5. Meals

17-6. Expense Reports

All requests for reimbursement of travel or other allowable expenses shall be processed pursuant to procedures specified by the County Auditor. Employee expenses shall be reported on a monthly basis and shall be submitted to the Auditor within thirty days following the end of the preceding month or within fifteen (15) days following the end of the budget year. Expense reports submitted after the above-stated periods must be reviewed and approved by the Board of County Commissioners. The County will not reimburse expenses if they are submitted later than ninety (90) days after the end of the month in which they are incurred. Each department shall keep copies of all expense reports and receipts submitted for reimbursement.

17-7. Road Department

When designated Road Department employees are assigned to work in Western Box Elder County for a period of two weeks or longer, the employees will be advanced the designated amount per day, as budgeted, for the pay period a week before they are scheduled to work. Any money which is advanced but not earned will be reimbursed back to the County.

REQUEST FOR TRAVEL AUTHORIZATION

Employee: _____ **Date Submitted:** _____

Dates of Travel: _____

Purpose of Travel (Class Title, type of training or meeting):

Location(s): _____

Expenses paid will only be through Request for Payment with proper (receipts) documentation

AIRFARE: (Attach receipts)

Destination: _____

Travel Agency/Airline: _____

Cost: _____ Amount:

REGISTRATION: (Attach receipts)

Company/Organization: _____

Address: _____

Amount: _____ Amount:

MOTEL/HOTEL: (Attach receipts)

Name of Motel/Hotel: _____

Address: _____

Amount:

MILEAGE: (Attach print out from Internet Mapping Program - Your home to Motel/Hotel)

of miles x Approved IRS rate Amount:

WILL YOU RECEIVE MONEY FROM ANY OTHER SOURCE FOR THIS TRIP?

If yes, answer the following:

Source: _____ Amount:

Grand Total:

EMPLOYEE SIGNATURE

DEPARTMENT HEAD SIGNATURE