

Allowable Travel Costs

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 pay 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.

Box Elder County is accountable for how public monies are spent, and expects that travel expenses will be scrutinized. Those who travel on behalf of the County hold a position of trust and authority, requiring the demonstration of integrity by judicious use of such funds.

Funding

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.

Transportation

For travel, the employee can use a County vehicle or a personal vehicle. Use of a County vehicle is preferred. Use of a personal vehicle will be reimbursed at the current rate established by the IRS. Mileage will not be reimbursed for fractions of a mile. Employees will round usage up to the nearest full mile. Employees driving directly from their home to the airport or other business destination will be reimbursed the lesser of the distance from their home to their destination or from the office to their destination.

Employees using their vehicles for business purposes must maintain a minimum of \$100,000 (U.S.) per person, \$300,000 (U.S.) per occurrence Liability coverage.

Rental Cars – When traveling, rental cars should be utilized when the cost will be less expensive than cab fares or other means of transportation.

Size of Rental Vehicle – Generally a compact vehicle will be reserved. If the compact price and mid-size price are the same, the mid-size will be reserved. If more than two employees are traveling, or if the user is traveling a long distance or is hauling equipment, a larger vehicle can be reserved.

Fuel – The employee is responsible for refueling the vehicle before returning it to the rental agency. A reimbursement may be claimed for the purchase (receipt required). Employees should decline the charge to prepay gas offered by the car rental agency.

Insurance Coverage – All insurance coverage offered when renting a vehicle should be declined. If an employee inadvertently accepts insurance coverage,

the manager approving the expense reimbursement must specifically approve reimbursement for the insurance coverage.

Payment will only be authorized if the final credit card and/or rental car receipt is submitted.

Air Travel

The employee will attempt to find the lowest airfare available.

Airline Change Fee - If County business requires an employee to change a County scheduled airline reservation and if as a result of the change an employee is required to pay an additional fee to make the reservation change the County will reimburse the employee for the additional fee. If, however, an employee incurs an additional fee to change a County scheduled airline reservation in order to accommodate a personal need or desire (as opposed to a business need or desire) the County will not reimburse the employee for the additional fee. Employees seeking reimbursement for changes to County scheduled airline reservations will be required to explain the purpose for the change.

Baggage Fees – The County will pay for one checked bag. Any overweight baggage will need to be approved by a supervisor. Any other fees will be the responsibility of the employee.

Lodging

The County will pay for one night before and after the length needed for the business trip.

Example – UAC Conference is Wednesday morning thru Friday afternoon. The County will pay for Tuesday and Friday nights.

Hotel/Motel Expenses – The employee is expected to obtain reasonable yet comfortable lodging while on business travel.

The following expenses incurred while staying at a motel or hotel will not be paid by the County: movie rental, room service, telephone billings, valet parking, tips or other miscellaneous costs incurred for the convenience of the employee which are not normally included in the cost of the room.

Lodging at Other than a Motel/Hotel – Travelers may elect to stay with friends, relatives, personal accommodations other than the traveler's permanent residence, personally owned campers, or personally owned trailer homes instead of staying in a motel/hotel. With proof of staying overnight away from home on approved County business, the traveler will be reimbursed as follows:

\$25.00 per night with no receipts required; or, actual cost up to \$40.00 per night with a receipt from a facility such as a campground or trailer park

County Employees will not be reimbursed for using “points” or other reward-type benefits if they choose to use them to pay for their lodging.

Employees traveling less than 50 miles from their home base are not entitled to lodging reimbursement

Meals

Per diems are permissible for meals and incidental expenses (M&IE) for authorized business travel. Per diem allowances shall not exceed the maximum stated by the government's published standard (www.gsa.gov).

An approved travel voucher needs to be submitted to the Auditor’s Office by the Thursday before the anticipated travel to receive the per diem. Otherwise, per diem will be paid after the trip – approved travel voucher will still be required.

The following matrix provides guidance regarding the reimbursement methods.

Criteria	Reimbursement Method Options	
	Per Diem	Actual Expenses**
Meals & Incidental Expenses	x	
Trip duration is less than or equal to 12 hours		x
Trip duration is greater than 12 hours	x	

** Receipts must be submitted for reimbursement. Meals must comply with policy limits.

The daily allowance will follow the appropriate schedule listed for meals on the GSA’s website

The breakfast reimbursement is not applicable on the morning travel begins.

Meals that are provided by others (i.e. meals at a conference, meals provided by a vendor, meals paid for by another employee who will be reimbursed, etc.) are not eligible for reimbursement under these guidelines.

When a manager or employee is entertaining clients or is otherwise covering the cost of a meal, with a business purpose, for more than himself/herself, the full cost of the meal and tip may be reimbursed to the employee upon approval by his/her manager. Receipts are required for all entertainment reimbursements. Such reimbursements require receipts detailing the expense date, expense amount and the place of the entertainment. In addition, the employee requesting reimbursement must specify the type of entertainment, the business relationship,

name and title of the party being entertained, and a statement specifying the business purpose of the expense.

Miscellaneous Expenses - Box Elder County will reimburse for miscellaneous travel expenses such as postage, toll road charges, parking, maps, etc. while on authorized Box Elder County business. Receipts are required, when available. All expenses submitted for reimbursement without a receipt must be specifically approved by a manager.

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

The employee is responsible for completing a Box Elder County Expense Report or similar document with expense details and with copies of required receipts and obtaining the proper approval. The employee must file the expense report within a reasonable period of time (60 days)