

ADMINISTRATIVE PROCEDURE 15-01

TRAINING AND TRAVEL

Eligibility

Regular full-time employees who have completed their probationary period, Appointed and Elected Officials are eligible for any portion of the Training and Travel Policy. All travel expenses must have prior written approval from the Department Head and County Director to be eligible for reimbursement, using the Training and Travel Request form. Upon the employees return a Travel Expense and Reimbursement form must be submitted to the Accounts Payable office accompanied by proper documentation and all receipts (i.e. meals, hotel, parking, etc.) must be submitted within one week. Receipts are mandatory for accounting purposes, and should show actual items purchased and that all money allotted has been spent by the employee, Appointed or Elected Officials; if not they will be required to reimburse the County either by personal check or cash for the difference of the advance and receipts submitted.

1975-76 Op Atty General, No 4545, p 414

Under the "home rule" act; County Council members may be reimbursed only for actual expenses, no per diem being allowed.

Circumstances may arise where employees not considered regular full-time employees may be required to travel to receive training for their new position. In these cases, approval may be given by the County Director for travel reimbursement.

Meals

The County will advance meal expenses only when an employee, Appointed or Elected Officials has an overnight stay. Actual amounts for meals will be allowed based on the beginning (departing for event prior to 7:30 a.m.) and ending (return to County later than 5:00 p.m.) times of attended events not to exceed the following:

Breakfast	\$8.00
Lunch	\$15.00
Dinner	\$22.00

Alcoholic beverages are not reimbursable.

When circumstances arise that travel does not require an overnight stay, then meals will be reimbursed for actual expenses not to exceed the levels stated above. Receipts showing what was purchased must be presented to payroll for reimbursement. These will be taxed through payroll according to IRS ruling.

Vehicle Use

Travel to and from the destination will be advanced at the discretion of the County Director. The use of County automobiles will generally result in the least costly mode of transportation. A county vehicle should be utilized if one is available; unless a non-employee will be accompanying you; then your private vehicle must be used and mileage will be issued. Please note this on your training and travel request form. The County will reimburse for use of a privately owned vehicle at the IRS approved mileage rate per mile from the Administrative Complex, 901 West Greenwood Street to the event and back; if additional mileage is used within the scope of the trip additional reimbursement can be made at the discretion of the County Director.

Accommodations

If there is a special rate provided for hotel accommodations, this is the amount that will be allotted for reimbursement. If an employee, Appointed or Elected Official chooses other accommodations; they will be required to reimburse the County for the difference.

Other Expenses

Circumstances may arise where other expenses are required for reimbursement, to include but not limited to parking, taxi fares and tolls. These expenses must be documented and include a receipt if applicable when completing the Travel Expense and Reimbursement form. Reimbursement will be at the discretion of the County Director.

Behavior

All employees are required to conduct themselves in a civil, professional, and ethical manner while representing the County during out of town trips. Any employee found to be conducting themselves in a manner which may bring embarrassment to the County or violate any law may be terminated at the discretion of the County Director.

Passed with Resolution 2015-39