

700  
**EMPLOYEE TRAVEL POLICY**

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**PURPOSE**

Travel by County officers and employees is necessary to accomplish County business. Excessive costs, such as luxury services or accommodations are not acceptable. Care must be exercised to minimize travel to only that which is necessary and to hold down expenditures to only that which is prudent. Meticulous accounting is expected. Failure to comply with these conditions may lead to discipline, up to and including termination, and may lead to charges against an employee for misusing public funds.

**SCOPE**

This policy applies to all officers, employees, and approved volunteers of Uintah County who have need to travel on County business. It outlines the procedures to follow for authorization, expenditures, and for reimbursement.

**POLICY AND PROCEDURE**

1. Authorization - Judgment is required in determining the necessity of travel. While not absolutely necessary or practical, preauthorization for out-of-county travel by an employee's superior is recommended. Without such approval, an individual runs the risk of having payment or reimbursement of travel expenditures denied.
2. County Credit Card Use
  - A. County credit cards are issued by the Clerk/Auditor strictly for the convenience of elected officials and Department Heads who frequently travel out of the County, or for personnel who must make regular purchases in the performance of their duties - use is a privilege not to be abused.
  - B. The Clerk/Auditor is responsible for monitoring all credit card use.
  - C. County credit cards are not to be used for personal expenses. They are to be used strictly for County business. Misuse may result in termination of employment and prosecution under the law by the County Attorney.
  - D. The Clerk/Auditor may revoke a card at any time if misuse is suspected or if the card is used so infrequently that possession is no longer warranted.

- E. Personnel who are issued a County credit card should use it for all travel related charges with the exception of gasoline and the per diem meal allowance. For gasoline charges involving County-owned vehicles (COV's) the individual must use the County gas credit card issued by the vehicle key custodian when picking up the keys. If the individual uses a personal vehicle, a completed and signed mileage reimbursement form may be submitted to the Clerk/Auditor. In those few cases where credit cards cannot be used, cash receipts must be obtained in order to receive reimbursement of expenditures.

### 3. Travel Expenses

- A. Travel Arrangements - Individuals will be responsible for making their own travel arrangements. The most economical or practical form of transportation is to be used. When purchasing economy fares which are non-refundable, the individual must be certain enough about the trip that nothing short of an emergency or an unforeseen event will cause cancellation.
- B. Per Diem Allowance – For either in-state or out-of-state travel, Uintah County follows the federal government per diem rates found at [www.gsa.gov](http://www.gsa.gov) (look for “per diem rates”). An itinerary should be submitted with the reimbursement purchase requisition. If the training, seminar, or event includes a full meal, the relative amount shall be discounted from the per diem allowance. If an individual is out of the County up to one hour before the regularly scheduled shift or is away for one hour more than the regularly scheduled shift and must purchase meals while traveling, the meal rate shall be reimbursed as follows:

Breakfast:	\$10
Lunch:	\$12
Dinner:	\$18

Individuals may be authorized to receive a cash advance to cover travel meal expenses. Such advances must be requested at least two (2) weeks prior to the anticipated trip. A Uintah County Purchase Requisition form is to be used for this purpose and must be approved by the Elected Official/Department Head. Such a request must include an itinerary. When proper approval has been obtained, the County Auditor will be authorized to issue a per diem prior to travel.

- C. Reimbursement for Expenses Other Than Meals
  - 1. For approval, all travel charges must have a credit card slip. In those few cases where credit cards cannot be used, cash receipts must be obtained in order to receive reimbursement for expenditures.
  - 2. All receipts, whether for cash or credit, to be acceptable must include the name of the establishment, the date, items purchased, and the business purpose served by the travel.

3. A complete accounting of travel expenditures must be made within one week after returning to work. Receipts, or copies of receipts, must be enclosed for all expenses incurred. In the event that a receipt is not obtainable, a complete explanation of the reimbursable expenditure is to be made on the expense report. In the unusual event that an individual loses some or all of the receipts, every effort must be made to reconstruct the actual expenditures. Gross estimations will not be accepted.
- D. Lodging Expenses – Individuals are encouraged to seek the most economical accommodation as well as take advantage of state government rates. The employee may then present the check at the time of check-in or out, depending on the establishment’s procedures.
  1. If the hotel provides a full breakfast, the employee will not be eligible for reimbursement of the breakfast meal expense.
  2. If an individual can make overnight accommodation arrangements with a family member or friend within 30 miles of the event, the employee may submit for a \$20 per night reimbursement.
4. The Assignment of a County Owned Vehicle to Various Personnel
  - A. Whenever possible, any County official, employee, or volunteer traveling on official business shall do so by using one of the County-owned vehicles (COV’s) provided for that purpose. The Department Secretary or “key custodian” shall have control of all keys and shall be responsible for the scheduling of all COV’s.
  - B. Individuals are encouraged to use a COV at all times, however, the Elected Official/Department Head may approve the use of a privately owned vehicle and authorize payment for the entire trip if a COV is unavailable and one-way mileage if a COV is available. The mileage reimbursement rate shall be equal to the IRS standard mileage reimbursement rate. Mileage reimbursement shall be calculated based on information from Google Maps, [www.expedia.com](http://www.expedia.com) or another valid mapping source defining the actual mileage from point “A” to point “B”. A print out of this statement shall be submitted with the reimbursement request. Mileage allowance will not be allowed without prior approval.
  - C. In the event that two or more individuals are traveling to the same destination, an effort must be made to “pool” rides within the same vehicle, whether a personal vehicle or a COV is used. The Department Head or Elected Official shall have sole discretion to determine the ability to carpool.
  - D. Upon the termination of any trip, the individual using a COV shall be responsible for seeing that the fuel tank is full (and charged to the appropriate ), account that odometer readings are recorded on the forms provided, and that the keys are returned to the key custodian.

- E. For insurance purposes, an employee is encouraged to use a COV for County business. If the employee uses a personal vehicle, he/she will be reimbursed for mileage at the current rate found at [www.gsa.gov](http://www.gsa.gov).
  - F. While traveling on County business in a COV it may be advantageous to conduct a minimal amount of personal business. The amount of personal use shall be limited and sporadic (de minimis).
  - G. Employees and passengers shall not smoke in any COV at any time.
5. Travel with Other Individuals
- A. At times, individuals are able to take a spouse or another individual on a business-related assignment. The individual is personally responsible for all expenses for the guest.
  - B. Individuals using COV's when traveling with other individuals are responsible for the safe operation of that vehicle and must use prudence in determining when and how the vehicle is operated. The official, employee, or volunteer must accompany the vehicle at all times when these individuals are operating the vehicle. Minors are not permitted to operate COV's at any time.