

LAMPASAS COUNTY PERSONNEL POLICIES

SECTION 14.1 TRAVEL REIMBURSEMENT

EMPLOYEES ARE TO BE REIMBURSED, WITHIN BUDGETARY LIMITATIONS, FOR NECESSARY AND REASONABLE JOB-RELATED EXPENSES INCURRED IN THE AUTHORIZED CONDUCT OF COUNTY BUSINESS. TRAVEL EXPENSE REQUESTS ARE TO BE DOCUMENTED INCLUDING PROOF OF ATTENDANCE AND SUBMITTED TO THE DEPARTMENT HEAD FOR APPROVAL, THEN FORWARDED TO THE AUDITOR'S OFFICE. REIMBURSEMENT RATES ARE SET ANNUALLY BY THE COMMISSIONERS COURT. COSTS OF PERSONAL ENTERTAINMENT, FAMILY MEMBER COSTS, ALCOHOLIC BEVERAGES, TRAFFIC CITATIONS OR ILLEGAL ACTIVITIES ARE NOT ELIGIBLE FOR REIMBURSEMENT. REIMBURSEMENT COSTS INCLUDE:

MEALS REIMBURSEMENT REQUESTS ARE TO BE PAID THROUGH PER DIEM of \$35 or ACTUAL RECEIPTS. PER DIEM FOR TRAVEL IN HOUSTON, SAN ANTONIO, AND DALLAS WILL BE \$45 PER DIEM UNLESS OTHERWISE APPROVED BY COMMISSIONERS COURT. COST OF MEALS IS FOR OUT OF COUNTY WORK RELATED TRAVEL. COST OF MEALS WITH RECEIPTS WILL BE REIMBURSED UP TO THE MAXIMUM PER DIEM

MILEAGE - REIMBURSEMENT FOR MILEAGE IS IN ACCORDANCE WITH THE STATE MILEAGE RATE OR AS OTHERWISE DESIGNATED BY COMMISSIONERS COURT. THE NORMAL WORK LOCATION IS THE EMPLOYEE'S START LOCATION FOR PURPOSES OF MILEAGE REIMBURSEMENT. AN EMPLOYEE WHO DRIVES IN THE CONDUCT OF BUSINESS MUST HOLD A VALID DRIVER'S LICENSE AND MAINTAIN PERSONAL LIABILITY INSURANCE (SEE POLICY 10.1.2).

AIRFARE/OTHER – THE METHOD OF TRAVEL SHOULD BE LIMITED TO THOSE THAT ARE REASONABLE AND NECESSARY WITH RECEIPTS SUBMITTED, WITH ATTENTION PAID TO THE LEAST EXPENSE TO THE COUNTY CONSIDERING ALL COSTS OF TRAVEL.

PARKING AND TAXI/RENTAL VEHICLE – ACTUAL COSTS ARE REIMBURSED AS RELATED TO THE NECESSITY OF BUSINESS EXPENSE DOCUMENTED WITH RECEIPTS.

LODGING – ACTUAL COSTS OF HOTEL/LODGING ARE REIMBURSED WITH DOCUMENTED RECEIPTS FOR THE DATES OF BUSINESS TRAVEL. UPON REQUEST BY THE DEPARTMENT HEAD, THE COUNTY MAY ENSURE SECURE IN ADVANCE THE LODGING AND PAYMENT WITH A COUNTY CREDIT CARD THROUGH THE AUDITOR'S OFFICE.

Rev. 12-10-12, 1-28-13