

## LAMPASAS COUNTY PERSONNEL POLICIES

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### SECTION 14 TRAVEL REIMBURSEMENT

#### SECTION 14.1 TRAVEL REIMURSEMENT

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, ADDRESS LOCATION AND MEALS OR OTHER EXPENSES COVERED 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:

MEAL REIMBURSEMENT- EMPLOYEE WILL BE REIMBURSED FOR ACTUAL COST OF MEALS INCLUDING TAXES AND TIPS/GRATUITIES (UP TO 15% OF THE COST OF THE MEAL) WITH ITEMIZED RECEIPTS UP TO A MAXIMUM OF \$45 PER DAY, UNLESS OTHERWISE APPROVED BY COMMISSIONERS COURT. **RECEIPTS ARE REQUIRED FOR ALL MEAL REIMBURSEMENTS.**

MILEAGE - REIMBURSEMENT FOR MILEAGE IS IN ACCORDANCE WITH THE STATE MILEAGE RATE OR AS OTHERWISE DESIGNATED BY COMMISSIONERS COURT AND MUST BE ACCOMPANIED BY WRITTEN VERIFICATION OF MILEAGE (SUCH AS THE USE OF A MAPPING SERVICE). 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).

TRAVEL TIME- EMPLOYEES SHALL BE PAID THEIR REGULAR HOURLY RATE FOR TRAVEL TIME TO AND FROM OFF SITE WORK ASSIGNMENTS OR ATTENDANCE OF TRAINING.

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 SECURE IN ADVANCE THE LODGING AND PAYMENT WITH A COUNTY CREDIT CARD THROUGH THE AUDITOR'S OFFICE.

EXPENSE ADVANCES - CASH ADVANCES FOR EMPLOYEE TRAVEL ARE NOT PROVIDED.

See forms for copy of reimbursement form.

REVISED: 4-11-11; 12-10-12; 1-28-13; 8-12-13; 8-13-18