

# WALLACE COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL

## 10.0

### BUSINESS TRAVEL POLICY

#### 10.1 Purpose

It is the intent of Wallace County to establish policy guidelines on reimbursement for expenses while on Wallace County business.

#### 10.2 Statement of Policy

It is the policy of Wallace County to reimburse employees for reasonable and necessary expenditures made by employees while on official Wallace County business. This includes mileage reimbursement at the rate allowed by the County, common carrier fare, lodging and meal expenses. All expenses must be itemized. Claims for reimbursement of travel expenses, other than mileage, shall be accompanied by invoices and/or receipts showing proof of payment of such claims. There will be no reimbursement for alcoholic beverages.

#### 10.3 Overnight Trips

If a spouse or family member accompanies the employee, the relative must pay for his/her additional cost and expenses, such as meals and lodging.

- A. Lodging.** Hotel and motel expenses will be reimbursed upon submission of proper claim. A reasonable class of accommodation shall be selected where choice is available. The single government rate should be clearly indicated on all receipts. If any employee elects to stay at a private residence in lieu of a hotel or motel, actual mileage traveled directly between the residence and the meeting place will be reimbursed in accordance with Paragraph C.
- B. Meals.** Meal reimbursements for all trips are to be accompanied by a **DETAILED**, dated and verifiable receipt. (Verifiable: name of business). The verifiable receipt amount per meal is limited to Breakfast \$15.00, Lunch \$15.00 and Supper \$25.00, with a maximum of three meals per day. Meals may be charged on the county credit card that is allocated to your office. **NO amount over the amount allotted can be charged.** If the amount is over the amount allotted you are responsible for the difference. Verifiable receipt is required when charged to the credit card also. If a meal is not eaten, that per diem does not go towards the next meal. If registration includes the meal, no money will be allotted additional for that meal. Meals eaten during a day where the employee does not spend the night may be reimbursed but will be added to the employee's paycheck according to IRS regulations. Meals eaten during the day in a meeting environment or emergency situation will not be added to the paycheck. An

employee spending the night may be reimbursed without being added to the paycheck, following the requirements above. Meals in a private residence will not be reimbursed.

## 10.4 County Vehicle Use

County vehicle will be used for transportation to and from meetings as a first priority, and for daily use by the Appraiser's office as a second priority. All county employees are required to take county vehicle to meetings if available.

- A. Scheduling.** The County Clerk's office will keep the keys and schedule the use of the vehicle. The clerk's office will decide who takes vehicle if more one employee requests it, based on which employee has the longest trip.
- B. Car-Pooling.** With the exception of the County Commissioners, when two (2) or more employees are attending the same seminar, convention or meeting, car-pooling will be practiced. If you choose not to car-pool, you will not be reimbursed for your costs and expenses of travel.
- C. Mileage Allowance.** Employees are required to take the county vehicle to meetings if available. If vehicle is already in use the county employee will be allowed the County allowable rate per mile as stated on mileage chart. If an employee elects to stay at a private residence in lieu of a hotel or motel, actual mileage traveled directly between the residence and the meeting place as verified by odometer, Map/Quest, or similar program will be reimbursed. Address for residence will be required for verification.
  - **Reimbursement Rate.** If an employee chooses to take their own vehicle, when the county vehicle is available, they will be reimbursed for gasoline at the rate of 20 miles per gallon using the 27/40 store lowest current gasoline price. Wallace County automatically adopts the mileage rate fixed and established by the Kansas Secretary of the Department of Administration. For the current reimbursement rate, please contact your supervisor, the Wallace County Clerk, or the Kansas Department of Administration: Office of General Services found online at <http://da.ks.gov/ar/>. If the county vehicle is not available the employee will be paid at the rate established by the Board of County Commissioners at the first of each year.
  - **Mileage Calculation.** Travel by privately owned or operated vehicle is deemed to be by the most commonly traveled and most direct route for reimbursement mileage calculation. Mileage from origins to destinations within Kansas shall be obtained by using the official Kansas Department of Transportation chart for highway distance between city centers. This chart is available at the county clerk's office or online at <http://www.ksdot.org>. Mileage figures for travel outside Kansas, or for origins and destinations not listed on the mileage chart, are verified using MapQuest.com. Address for residence will be required for verification.

- D. Employee responsibility.** The employee using the vehicle is responsible for cleaning out, filling with gas, completing the log book located in the vehicle, returning keys, gas card, credit card and receipts to the Clerk's Office when done with the vehicle. If returning after close of the business day the keys, credit card, gas card and receipts shall be returned to the Clerk's Office the following morning or next work day.
- E. Expenses of Vehicle.** All expenses for vehicle will be paid out of the county general fund.