

17.0 TRAVEL/EXPENSE REIMBURSEMENT

17.1 GENERAL TRAVEL/EXPENSE REIMBURSEMENT POLICY

The policy of the county is that employees are to be reimbursed, within budgetary limitations, for necessary and reasonable job-related expenses incurred in the authorized conduct of county business, including business-related travel. Except in cases involving in-county use of a personal vehicle, employees must receive prior approval from the supervising Elected Official or Department Head before initiating travel that involves reimbursable expenses. The request should include an estimate of costs to be incurred. All travel expenses are subject to requirements of documentation and reasonableness, and will be honored in conformance with adopted policies and procedures, provided that the travel was properly authorized and that funds are available in the department's budget. Whenever possible, the county will prepay such expenses as registration fees and hotel costs directly to the entity involved.

Employees should be conscientious in their use of county funds. In all cases, travel expenses should be limited to those that are reasonable and necessary. Additionally, when two or more employees are traveling to the same location for the same purpose, they should travel together whenever possible to avoid unnecessary travel expenses. Employees are expected to use the least expensive means of travel for the county, including avoiding unnecessary overtime whenever possible.

Expenses, which are not permitted under the terms of grants, contracts, or agreements with other agencies, will not be charged as costs to those grants, contracts, or agreements.

The County Auditor provides an "Account for Travel Expense" form for the purpose of requesting reimbursement.